



...we make employment easy

800.336.1931

MAIL TO: Merit Resources, Inc. DATE OF REQUEST: \_\_\_\_\_
4165 120th Street
Des Moines, IA 50323
ATTN: Payroll Tax Department
FAX TO: (515) 276-3813
EMAIL: TAX@MERITRESOURCES.COM
PHONE: 515-334-6107 or 800-336-1931 ext.6107

REQUEST FOR IRS FORM W-2
PLEASE PRINT

Please re-issue a WAGE AND TAX STATEMENT (Form W-2) for the following employee for the tax year ending \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_

EMPLOYEE CURRENT MAILING ADDRESS:

STREET ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

The FORM W-2 is requested for the following reason:

- Never Received
Misplaced or Destroyed
Social Security Number or Name Incorrect
Other (Please Explain)

Comments: \_\_\_\_\_

Signature of Employee

Replacement Form W-2 will be processed within five business days from date received.

FOR PAYROLL DEPT. USE ONLY:

Date request rec'd: \_\_\_\_\_ Original W-2 remailed: \_\_\_\_\_

Processed by: \_\_\_\_\_ Duplicate W-2 reissued: \_\_\_\_\_