

# REQUEST FOR IRS FORM W-2

## PLEASE READ THE ENTIRE FORM BEFORE COMPLETING

W-2 forms more than 7 years old are not available. All W-2 forms starting tax year 2011 are available through Self-Service; use the following link to access instructions and form [milwaukee.gov/selfservice](http://milwaukee.gov/selfservice). For all other forms, they will be available within 5 working days from the date of receipt in the Office of the Comptroller. This request includes any and all applicable W-2c forms.

### The Milwaukee Code of Ordinances sections listed below govern the issuance of these forms:

**Section 81-132 Wage and Tax Statement Duplicates.** 1. Upon written request, one copy or duplicate set of wage statements (W-2 form) shall be provided to current or former city employees without charge through April 15 for the preceding calendar year. 2. The processing charge for requests beyond April 15, or for additional copies or duplicates shall be \$15 and \$25, respectively, for each item requested

**Section 304-37 Bad Check Charges.** There may be a processing charge for any check or order issued to the city of Milwaukee or any department thereof and returned unpaid by a bank due to insufficient funds or due to any other reason. Bad check charges shall be paid into the city treasury and credited to the general city fund.

**Section 81-19.5 Checks; Bad Check Charges.** The processing charge for each bad check issued to the city of Milwaukee shall be \$35.00

### Consent to Payroll Deduction for Insufficient Funds

As the maker of this check or order, I hereby declare my consent that my employer, the City of Milwaukee, may deduct from my net pay the amount of any insufficiency of funds for this check or order, plus a \$35.00 processing charge (Sec 304-37; 81-19.5)

Initial here \_\_\_\_\_

MAIL TO: OFFICE OF THE COMPTROLLER  
200 E. WELLS STREET, ROOM 404  
MILWAUKEE, WI 53202-3566

ATTN: PAYROLL ADMINISTRATION

Please issue a Reissued Statement of Form W-2 for the tax year(s) ending \_\_\_\_\_. (**\$25 for each year requested**)

Make payment payable to: **City Treasurer. THIS FEE IS NON-REFUNDABLE**

FORM W-2 is requested for the following reason: \_\_\_\_\_ Lost \_\_\_\_\_ Destroyed \_\_\_\_\_ Never Received

### PLEASE PRINT

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

SOCIAL SECURITY NO.: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ PHONE NO.: \_\_\_\_\_ ( \_\_\_\_\_ )

#### **CURRENT MAILING ADDRESS:**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

DEPT/LOCATION: \_\_\_\_\_ EMPLOYEE ID: \_\_\_\_\_

(For each year W-2 or W-2c was issued, not current DEPT/LOC No.)

Mail \_\_\_\_\_ Call for Pickup \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature                      Date of Request**

#### FOR COMPTROLLER'S USE ONLY:

Mailed on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Called on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      PROCESSED BY: \_\_\_\_\_      Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Picked up by: \_\_\_\_\_      Payment by: Cash \_\_\_\_\_      Amount \$: \_\_\_\_\_      Check or Money Order No. \_\_\_\_\_      C-403 r7 11/1/19