

W-2 REQUEST PROCEDURE

If your W-2 was lost, misplaced or undeliverable by the U. S. Postal Service, you can request a duplicate W-2 from the State Controller's Office.

There is an \$8.50 processing fee for each tax year duplicate W-2 requested. You must send a money order or cashier's check payable to State Controller's Office. Please do **NOT** send cash or a personal check.

All requests must be in writing and must include the following:

Name
Social Security Number
Tax Year Requested
Mailing Address
Daytime Telephone Number
Your Original Signature (blue or black ink only)

Please allow 10-15 working days for receipt of your duplicate W-2.

Mail requests to:

State Controller's Office
Personnel / Payroll Services Division
ATTN: W2 Unit
P.O. Box 942850
Sacramento, CA 94250-5878

The State Controller's Office will only respond to questions regarding information shown on the Form W-2. Direct all inquiries concerning Federal or State tax returns to your local Internal Revenue Service or Franchise Tax Board Office.