



Preparing people to lead extraordinary lives

REQUEST FOR IRS FORM W-2

This form is intended for current/former employees of Loyola University Chicago only. Current/former employees of Loyola University Health System/Trinity should contact the LUHS Payroll Department at payrollservices@luhs.org for assistance.

Employee Full Name

Last 4 digits of SSN

Street

City

State

Zip

Phone Number

Email

University Department

Re-issue my W-2 Tax Form for the tax year(s) ending:

2023 2022 2021 2020 2019 2018 2017 2016 2015 2014 2013

Delivery Option:

Reason for request:

If other, explain below:

Signature

Date of Request

Submit completed form to: payroll@luc.edu

Note: Please allow 5-7 working days after receipt for your request to be processed. W-2s not picked up within 1 month will be destroyed.

FOR PAYROLL DEPT USE ONLY

Employee ID #

Processed by

Date W-2 Reissued