



REQUEST FOR IRS FORM W-2

Preparing people to lead extraordinary lives

Employee Full Name _____ Last 4 digits of SSN _____

Street _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

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

2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Delivery Option: _____

Reason for request: _____

If other, explain below:

Signature

Date of Request

Submit completed form to: kronoshelpdesk@luc.edu

or Deliver/Mail to:

Loyola University Chicago
ATTN: Payroll Services, 6th Floor
820 N. Michigan Ave
Chicago, IL 60611

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 # _____

Date W-2 Reissued _____

Processed by _____