



**King County**

Benefits, Payroll and  
Retirement Operations

# W-2 Duplicate Request Form

Employee name (please print) \_\_\_\_\_

Employee ID \_\_\_\_\_ Daytime phone \_\_\_\_\_

Please send me a duplicate W-2 form for the following tax year(s) \_\_\_\_\_

### How often do you get paid?

Paid on the 5th and the 20th of the month

Paid every other Thursday

### How do you want to receive your W-2 duplicate copy?

I will pick up the duplicate form.

Please send my duplicate form by US mail to:

\_\_\_\_\_  
\_\_\_\_\_

Is this address different from the address printed on your W-2 form?  Yes  No

### Why do you need the duplicate copy?

Did not receive it

Lost it

Other

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Please send this completed form to:

**King County Payroll Operations  
The Chinook Building, CNK-ES-0230  
401 Fifth Avenue, Seattle, WA 98104**

Allow 3-4 business days for processing current W-2s and 7 business days for processing W-2s from previous 3 years.

|                        |               |              |            |                |
|------------------------|---------------|--------------|------------|----------------|
| <b>Office use only</b> | Date received | Processed by | Audited by | Date effective |
|------------------------|---------------|--------------|------------|----------------|