

W-2 Form Reissue Request

ALL INFORMATION MUST BE COMPLETED LEGIBLY BEFORE A W-2 CAN BE REISSUED

Employee Name: _____
(print name as shown on Social Security card)

Social Security #: _____ MICA ID # _____

Current MICA employees may obtain duplicate copies of W-2's for tax year 2019 from Workday.

W-2 is being requested for the calendar year of: 2017 2018 2019

***Accepting 2019 Reissue Requests starting 3/1/2020 however if your W-2 is returned by USPS before March 1st, we will re-mail the returned document when received.**

Please mail to the address below:

Street: _____

Apt #, Lot #, etc.: _____

City: _____ State _____ Zip: _____

Home Phone #: (____) _____ Daytime Phone# : (____) _____

Cell Phone #: (____) _____

I, the undersigned, authorize Maryland Institute College of Art to mail the W-2 requested to the above address.

Employee Signature

Date

Legal action may be taken against any person requesting this information whom is not the above signatory.

Company policy prohibits faxing or emailing W-2 Forms for confidentiality purposes.

Copies of W-2's will be mailed via US mail.

Allow 30 business days for processing.

Mail request to: Maryland Institute College of Art
Attn: Payroll – Room B238
1300 Mount Royal Ave.
Baltimore, MD 21217

Fax: (410) 669-9203

This form can also be scanned and emailed to: mbuckingham@mica.edu

FOR PAYROLL DEPT. USE ONLY:

Date request received: _____

Date W-2 remailed: _____

Processed by: _____