

## Request for a Copy of your Form W-2

Requests will be honored on a first come, first serve basis **beginning February 15<sup>th</sup>** in order to allow time for the postal service to deliver or return the original W-2. Your requested W-2 form will be mailed (or faxed) within five (5) business days.

Employee Work Location \_\_\_\_\_ Date of Request \_\_\_\_\_

Employee Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Employee ID Number \_\_\_\_\_

**Employee Current Mailing Address\***

Street Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Secure Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ (Only supply fax number if this is your preferred method of receipt!)

**Request for duplicate Wage and Tax Statement (Form W-2) for the tax year ending:**

2007       2008       2009       2010

**A copy of the Form W-2 is requested for the following reason (check one):**

Never received       Misplaced or Destroyed       Social Security Number or Name Incorrect

Other (Explain) \_\_\_\_\_

\_\_\_\_\_

**Signature of employee**

**MAIL OR FAX COMPLETED FORM TO:**

Fax: 1-847-513-9385

Mail: RR Donnelley Corporate Payroll

1099 Greenleaf Avenue

Elk Grove Village, IL 60007

\*Submission of this form does not automatically update your mailing address information in the RR Donnelley HR, Payroll or Benefits Systems.

**Address Change Instructions:**

**Active Employees:** Log into "HR Xpress >> Employee Services >> Update Your RRD Records >> View and Update Your Personal Information >> View/Change Your Address" and update your record online.

**Terminated Employees:** Call the RRD Benefits Center at 1-877-773-4236 to initiate an address change.