

## Inter-Office Communication

**The  
Ohio  
Turnpike  
Commission**

Date: \_\_\_\_\_

TO: Payroll Department

SUBJECT: Request for W-2, Wage and Tax Statement for Tax Year(s) \_\_\_\_\_

Please provide me with a W-2, Wage and Tax Statement for wages I earned during the \_\_\_\_\_ tax year(s). **I understand that the Payroll Department will provide me with this information as soon as administratively possible.**

**PLEASE PRINT**

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

Employee Address: \_\_\_\_\_  
\_\_\_\_\_

Employee Social Security No: \_\_\_\_\_

Employee Unit No (Department): \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check one of the following:**

Photocopy of W-2

Reissued W-2

Send to: \_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

**PAYROLL DEPARTMENT USE ONLY:**

**DATE RECEIVED:** \_\_\_\_\_

**DATE COPY/REISSUED W-2(S) SENT TO EMPLOYEE:** \_\_\_\_\_

**CONTROL NO(S) ISSUED:** \_\_\_\_\_

**PROCESSED BY:** \_\_\_\_\_

**PAYROLL MANAGER SIGNATURE:** \_\_\_\_\_