



DEPARTMENT OF FINANCE
PAYROLL & EMPLOYEE BENEFITS DIVISION
141 PRYOR STREET, S.W., SUITE 7001 ATLANTA,
GEORGIA 30303
TELEPHONE: (404) 612 -7605
FAX: (404) 730-7610
EMAIL: PAYROLLUNIT@FULTOUNCOUNTYGA.GOV

Duplicate W-2 Request Form

Date: _____

Name _____

Last 4 of SSN:# _____

Department: _____

Email Address: _____

Best contact number(s) _____

Year(s) requested _____

Signature _____

Date _____

Please note: The IRS requires that employers retain tax information for 4 years. Any request beyond 4 years should be made to the IRS at www.irs.gov.

Please allow up to three (3) business days for processing duplicate W2 requests.

Return completed form in person or email to Sykethia.Brown@fultoncountyga.gov or fax to (404) 730-7610.