

CITY OF THE COLONY
W-2 REPLACEMENT REQUEST FORM

I, _____ have misplaced my W-2 form, and am requesting a replacement. I understand that it will be processed within 5 days of the date of this request. The replacement W-2 can be picked up from the Payroll Department or can be mailed if current address information is provided.

I will pick up the form

* Please mail the form to the below address

Employee Signature

Employee Department

*Employee Address Information

Date