



SAVANNAH STATE UNIVERSITY
DIVISION OF BUSINESS & FINANCIAL AFFAIRS
3219 COLLEGE STREET ● BOX 20419
SAVANNAH, GEORGIA 31404

W-2 Reissue Request

Current Employees: Use this form to request the reissuance of your W-2 for 2008 and earlier only. 2009 and later W-2's are available online in ADP Employee Self Service.

Past Employees: Use this form to request the reissue of your W-2 for 2008 and earlier. 2009 and later W-2's are available online in ADP Employee Self Service. To access them, contact Computer Services for read-only access, which will allow you to download your 2009 and later W-2's.

Year(s) _____

Name (at the time of employment) _____

Last 4 of SSN# _____ Employee ID _____

Mailing Address _____

Phone (____) _____ Do you wish to pick up? _____ Mail _____

Date of Request _____

Signature _____

Please contact the Payroll Office at 912-358-4038 prior to coming in to make sure it is ready for pick-up. Please allow 3-5 business days for processing.

Mail completed form to address in the header, or fax to 912-351-3188.

Form last updated: February 24, 2011