

NEPA CIL Attendant

W-2 Replacement Policy and Request Form

In the event you lose your W-2, or require a duplicate copy for another reason, you can request one. You may obtain a Standard Form from the Payroll Office or write directly to our office. The request must include your name, Social Security Number, the tax year(s) being requested, your mailing address, a daytime telephone number, your authorizing signature, **and your employer's name**. More than one tax year may be requested; however, only four prior tax years are available. There is a \$5.00 processing fee per tax year **per employer** requested.

If you are currently employed by a consumer who utilizes **Northeast Pennsylvania CIL** for payroll services, the following options exist for your convenience:

- Payroll deduction (currently employed and in a position that allows voluntary deductions)
- Cashier's check (no longer employed or unable to authorize voluntary payroll deductions from current position)
- Money order (no longer employed or unable to authorize voluntary payroll deductions from current position)

Cashier's check or money order must be made payable to NEPA CIL.

The processing fee for Payroll Deduction, will be deducted from your next check/direct deposit payment.

Please send requests to the following address:

Northeast PA CIL
Attn: Controller
431 Wyoming Avenue
Lower Level IBEW
Scranton PA 18643

If you require assistance in requesting a duplicate W-2, please call (570) 344-7211 x 202.

REQUEST FOR ADDITIONAL W-2 STATEMENT COPY

Number of Copies being requested: _____

Year(s) being requested: _____

Social Security Number: _____

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employer's Name _____

Daytime Phone Number where you can be contacted: _____

Your Signature: _____

Current Northeast PA CIL (NEPA CIL)

If you are a current payroll employee, for your convenience, NEPA CIL will deduct \$5.00 for each copy requested from your next payroll check. *Please fax this form to: 570-558-5570, Attn: Payroll Department*

Not Currently Employed by Northeast PA CIL

If you are no longer employed by NEPA CIL, please include a money order or certified check made payable to NEPA CIL in the amount of \$5.00 per each w-2 requested.

Mail this request and payment to:

NEPA CIL
Attn: Controller
431 Wyoming Avenue
Lower Level IBEW
Scranton PA 18503

We cannot provide same day processing service for walk in requests. No phone requests will be accepted.