



REQUEST FOR CORRECTED W-2

TO: DPA - CENTRAL PAYROLL

FROM: _____

SUBJECT: CORRECTED W-2 FOR 2004 CALENDAR YEAR

Employee's correct SSN _____

Employee's correct name,
Address and zip code

Agency's name, address and
zip code

Blank lines for employee and agency information

Employee's incorrect SSN _____

Employee's incorrect name _____

Only enter items to be changed

Table with 4 columns: Description, PREVIOUSLY REPORTED, CORRECT INFORMATION, DIFFERENCE. Rows include Federal taxable gross, Medicare gross earnings, Medicare tax, and State taxable gross.

*Federal Taxable gross = dollars printed in box 1 on W2
**State Taxable gross = dollars printed in box 16 on W2

I UNDERSTAND THAT CHARGES ASSESSED BY THE IRS FOR THIS CORRECTED W-2 (W-2C) WILL BE THE RESPONSIBILITY OF THIS AGENCY.

AUTHORIZED SIGNATURE

DATE