

PEPPERDINE UNIVERSITY

W-2 REQUEST

Employee Information

I (Last, First, MI) _____ Campus-Wide ID _____

would like to request a copy of my W-2 from the year of _____

❖ Note: W-2's for 2010-2014 can only be retrieved from ADP W-2 Services website. If you have not already registered, please contact Patty Culley at (310) 506-4636 for assistance.

❖ For 2009 and prior, please complete this form

Please mail to Address _____

City _____ State _____ Zip Code _____

Please call for pickup _____

Thank you.

Signature

Date

Employee Instructions

- When completed, please send this form to the Payroll Office – Mail code 4636, or fax to (310) 506-6178.
- We will respond to your request within 48 hours.
- If you have any questions, please call (310) 506-4429, (310) 506-6058, or (310) 506-4636