

## **Request W-2 Reissue FAQ's**

**I didn't receive my W-2 because of an address change. Can I have the reissued W-2 sent to my new address?**

Yes, you can change the mailing address to which the W-2 will be sent. This change will only affect the mailing of the W-2. If you need to make a permanent address change, contact your agency human resources office so they can change the address in SHARP.

**I need to have a W-2 reissued for calendar year 2001. Can I request the reissue through employee self-service?**

No. W-2 requests through employee self-service can only be made for five prior calendar years. Requests for years from 2002 up to those years available through self service should be made through your agency human resources office or payroll office. W-2 reissues for years before 2002 are not available.