

1095C / W-2 Duplicate Request and Information Correction Form

DUPLICATE REQUEST

Please Check One: 1095C W-2

Tax year(s)*: 2021 2020 2019 Other(s): _____

CORRECTION REQUEST

Tax year(s): 2021 2020 2019

Empl ID: _____ Last Name: _____ First Name: _____

Address: _____

Apt: _____

City: _____ State: _____ Zip: _____

Contact Phone#: _____

Briefly describe error: (Required for W-2 correction only):

NOTE:

- Please verify your address. Address corrections can be updated by logging into [NYC.Gov/ESS](https://nyc.gov/ess) or by contacting HR Connect at (718) 935-4000.
- W-2 forms will be mailed to the address that is in the NYC Department of Education database at the time of the duplicate or corrected W-2 request.
- Processing of requested for w-2 duplicates and correction depends on the activation of the NYC W-2 System.

Employee Signature: _____

Please complete the form and email to W2unit@schools.nyc.gov or fax to the W-2 Unit at 718-935-3262.

***The W-2 unit is only able to print duplicate W-2 forms from 2021 to 1998.**

For W-2 requests for 1991 through 1997 please submit to the New York City Office of Payroll Administration at http://www1.nyc.gov/assets/opa/downloads/pdf/f430-006_w_2_duplicate_request_form.pdf

For **1990 and earlier**, please complete the archived W-2 Request form:

https://infohub.nyced.org/docs/default-source/doe-employees-only/w2-archived-request-form-before-1990.pdf?sfvrsn=5468bd3b_4

This request must be submitted to the Office of Employment Records Research.