



Division of Financial Operations
 65 Court Street, Brooklyn, N.Y. 11201

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

DUPLICATE REQUEST

Please Check One: 1095C W-2

Tax year(s)*: 2017 2016 2015 other: _____

CORRECTION REQUEST

Tax year(s): 2017 2016 2015

SSN# or 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** 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 request for W-2 duplicates and correction depends on the activation of the NYC W-2 System.

Employee Signature

Please complete the form and fax to the W-2 Unit at 718-935-3262.

*The W-2 unit is only able to print duplicate W-2 forms from 2017 to 1998.

For W-2 requests for **1991 through 1997** please submit to the New York City Office of Payroll Administration at [www.nyc.gov/html/opa/downloads/pdf/w-2duplicate.pdf](http://schools.nyc.gov/html/opa/downloads/pdf/w-2duplicate.pdf)

For **1990 and earlier**, please complete the archived W-2 Request form:
<http://schools.nyc.gov/NR/rdonlyres/383E6E83-ECC7-40F2-82CA-CBE38A7AEC87/0/08W2DataRequestFormRecordsResearch.doc>
 This request must be submitted to the Office of Employment Records Research.