



MITCHELL | HAMLINE
School of Law

W-2 Request Form

Return form to the Finance department (Rm 276 LEC Building) or scan and email to: payroll@mitchellhamline.edu.

Requests will be processed within 3 business days.

Request Date: _____ Tax Year: _____

Name: _____

Last 4 digits of Social Security Number: _____

Please choose one:

Pickup in the Finance Office (Room 276 LEC Building)

Mail to address below:

Street: _____

City: _____ State: _____ Zip: _____

Sorry, because they contain your social security number, W2s cannot be emailed

Finance Office Use Only:

Date Processed:	Action Taken: <input type="checkbox"/> Mailed out returned W-2 <input type="checkbox"/> Reprinted W-2 <input type="checkbox"/> Other	Initial here:
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