



Miami-Dade County  
Finance – Payroll Accounting and Reporting  
111 N.W. 1<sup>st</sup> Street, 26th Floor  
Miami, FL 33128  
Phone: (305) 375-5165 • Fax: (305) 375-2570

For Finance- Payroll Use Only  
Receipt #: \_\_\_\_\_  
Paid: \$ \_\_\_\_\_

## REQUEST FOR DUPLICATE FORM W-2

Employee's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employee's ID#: \_\_\_\_\_

Department: \_\_\_\_\_

### Indicate your Request:

- \_\_\_\_\_ W-2 Form for 2023 – No Charge (**only** for employees who do **not** have access to Employee Self-Service through INFORMS)
- \_\_\_\_\_ W-2 Forms for 2015 through 2022 at \$5.00 each copy  
Select as applicable: \_\_\_\_\_ 2022 \_\_\_\_\_ 2021 \_\_\_\_\_ 2020 \_\_\_\_\_ 2019  
\_\_\_\_\_ 2018 \_\_\_\_\_ 2017 \_\_\_\_\_ 2016 \_\_\_\_\_ 2015

**Distribution of Form: (Circle One)** Pick-up from Finance-Payroll Mail form Forward form to DPR

**Reason for Request: (Circle One)** Never Received Lost/Misplaced/Destroyed

\_\_\_\_\_  
Employee / DPR (Print Name)      \_\_\_\_\_  
Employee / DPR's Signature      \_\_\_\_\_  
Date

**Method of Payment:** Cash, Personal Check, or Money Order. If you are paying with a personal check or Money Order, please make it payable to **Miami-Dade County**

**Received:** \_\_\_\_\_  
Print Name      Signature      \_\_\_\_\_  
Date

For Finance- Payroll use only  
Date Form was mailed to employee: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_