



NOVA SOUTHEASTERN UNIVERSITY

**Request for Duplicate W-2 Form for Tax-Year: \_\_\_\_\_**

**\*If a request is made after April 15 or for a previous year, a \$6.00 fee will be charged.  
Please submit \$6.00 in check or money order only.**

Please return this form to: Nova Southeastern University  
Payroll Department  
3301 College Avenue  
Ft Lauderdale, FL 33314

**OR FAX TO (954) 262-3997 OR SCAN to [payroll@nova.edu](mailto:payroll@nova.edu).**

Please issue a duplicate copy of the Wage and Tax Statement (Form W-2) for the following employee:

Employee name: \_\_\_\_\_

Nova ID No: N \_\_\_\_\_

Mail form to \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
City State Zip Code

Reason for Request (Check one): Never Received Lost/Misplaced/Destroyed

Signature of Employee: \_\_\_\_\_

Phone Number/extension: \_\_\_\_\_

You **MUST** include a copy of a Picture ID in order for Payroll to process this request.

**Allow five business days to process your request.**

For Payroll Department Use Only:  
Date request received: \_\_\_\_\_ Date form mailed to employee: \_\_\_\_\_