



Please Print Legibly and Complete All Fields

### W2 Reprint Request & Address Change Form

|               |                        |
|---------------|------------------------|
| Employee Name | Social Security Number |
|---------------|------------------------|

|                             |       |     |
|-----------------------------|-------|-----|
| Old Address (if Applicable) |       |     |
|                             |       |     |
| City                        | State | Zip |

|   |       |     |
|---|-------|-----|
| Current Address (this section must be completed for all requests) |       |     |
|   |       |     |
| City  | State | Zip |
| Phone Number  |       |     |

#### W2 Requests

There is a processing fee for each W2 reprint. W2 Reprints will be mailed to the current address indicated above. In order to protect the privacy of our clients and employees, SOI WILL NOT fax copies of W2s. However, overnight shipping options are available at an additional cost. Please indicate your preferred shipping option below.

**Please enter the quantity of W2 reprints requested in the appropriate year and calculate the total charge in the indicate boxes.**

| Ship Method         | Charge    | 2009 | 2008 | 2007 | 2006 | 2005 | 2004 | 2003 | Total Charge |
|---------------------|-----------|------|------|------|------|------|------|------|--------------|
| US Mail             | \$15 each |      |      |      |      |      |      |      | \$           |
| Second Day Air*     | \$25 each |      |      |      |      |      |      |      | \$           |
| Overnight Delivery* | \$35 each |      |      |      |      |      |      |      | \$           |

**\* Second day air and overnight deliveries are unable to be delivered to a PO Box.**

**All Payments must be made via check or money order to SOI.**

This form must be returned to SOI to process the address change and W2 reprint request(s).  
Please return this form and your payment to SOI at the following address:

SOI Customer Care Department  
PO Box 241448  
Charlotte, NC 28224

**W2 reprints requests WILL NOT be processed until valid payment is received.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date