



U. S. Coast Guard Pay & Personnel Center IRS W-2 Form Request

Instructions: Complete the form below, print and fax the SIGNED, completed, LEGIBLE, form to PPC (SES-AA) at: **785-339-3784**
or mail to:

**Commanding Officer (SES-AA)
U.S. Coast Guard
Pay & Personnel Center
444 SE Quincy St.
Topeka, KS 66683-3591**

Note: If filling out by hand, please print legibly (*If we can't read your writing, we will not be able process your request*)

Department of Homeland Security U. S. Coast Guard CG PPC-W2RE (Rev. 1/10)		<h2 style="margin: 0;">Request for Duplicate or Replacement IRS Form W-2</h2>	
1. Employee ID or Social Security Number:		2. Today's Date:	
3. Last Name:		4. First Name:	5. MI:
6. Address (Street, RR, Box #, Apt, etc.):			
7. City:		8. State:	9. Zip:
10. Daytime Phone #:		11. Fax # (Complete only if you would like us to fax a copy to you):	Please note: During the busy tax season (Feb 15 thru April 15) there is no guarantee that PPC can fax a W2. You will receive your W2 in the mail within 10 working days.
12. Member Status: (select one): <input type="checkbox"/> Active Duty <input type="checkbox"/> Reserve <input type="checkbox"/> Separated <input type="checkbox"/> Retired <div style="background-color: #f0f0f0; padding: 2px; font-size: small;"> Note: If you retired in 2008 or before, you need a 1099 form from our Retired pay section, please call 1-800-772-8724 for assistance. </div>		13. Tax Year(s) Desired for W-2 <input type="checkbox"/> 2009 <input type="checkbox"/> 2008 <input type="checkbox"/> 2007 <input type="checkbox"/> 2006 <input type="checkbox"/> Other Year(s):	PRIVACY ACT STATEMENT: IAW 5 USC Sec. 522a(e)(3), the following is provided when supplying personal information to the U.S. Coast Guard: <ul style="list-style-type: none"> ◆ Authority - 10 USC Section 2771. ◆ Principal Purpose - Used to identify member's pay account and provide distribution instructions for annual, employee's wage and earnings statement. ◆ Routine Uses - Same. ◆ Disclosure - Disclosure of this information is voluntary, but without disclosure member may not receive a replacement IRS Form W-2.
14. Is the member deceased? (Complete only if the person signing in block 15 is not the same as person identified in blocks 1 through 5): <input type="checkbox"/> Yes		15. Signature: ***DO NOT FAX OR MAIL WITHOUT A SIGNATURE***	
		16. Printed Name (First, Middle Initial, Last)	

Do not submit requests for 2009 W-2s prior to 15 February 2010, this is allow sufficient time for the originals to be received via mail.