



W-2 REPLACEMENT and/or PAYSTUB-EARNINGS REPORT REQUEST

(All W-2s for 2016 to current for active status employees are available on Employee Online to print or view)

☐ W-2 Request

☐ Paystub/Earnings Report Request

Replacement Requests received by noon each Wednesday will be eligible for re-print each Thursday.

Replacement pickup will be **after 2:00pm** each **Thursday**.

Replacement may be picked up by bringing a valid Government issued photo ID or mailed to the address provided on the Form.

*****Please note - W-2 and paystub copies are not allowed to be emailed**

To have W-2 / Paystub replaced:

Replacement Request Form must be fully completed

A hand signature is required on Form

SSN or ID number must be completed

A Valid Government issued Photo ID is required with the Replacement Request Form

Address required for mailing

Valid Government issued Photo ID required for pickup

FULL NAME: _____
(please print)

SSN OR ID#: _____ YEAR/MONTH NEEDED: _____

ADDRESS: _____

FORMER POSITION: _____

SCHOOL/DEPARTMENT WORKED: _____

PICK UP PROCEDURE FOR REPLACEMENT? ☐ US MAIL ☐ PICK UP @ CENTRAL OFFICE (Thursdays after 2:00pm)

CONTACT NUMBER OR EMAIL FOR FURTHER QUESTIONS: _____

By submitting this Form and valid Government issued Photo ID, I certify that the information provided is accurate and I am requesting my W-2 and/or Paystub for the year or month indicated above.

EMPLOYEE SIGNATURE: _____
(handwritten signature required)

DATE: _____

*****reminder Valid Photo ID must be submitted along with the completed Replacement Request Form**

Return completed Form and attached valid Government issued Photo ID copy by returning to the address below:

Paulding County School District
3236 Atlanta Highway
Dallas, GA 30132
Attn: Payroll Department

All further questions email:
bservicespayroll@paulding.k12.ga.us

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