



W-2 Replacement and/or Pay stub-Earnings Report Request Form

This form is for former employees, all current employees can access their W-2s back to 2016 in Employee Online to print or view.

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

Replacement requests received by noon each Wednesday will be eligible for re-print and pick up (or mailed) after 2:00pm each Thursday. **A valid Government issued photo ID is required for pickup.**

Please note: W-2 replacements and paystub copies cannot be emailed.

To have W-2 / Paystub replaced:

This form must be fully completed, with a handwritten signature. Address and copy of Government Photo ID is required for mailing, or valid government photo ID required for pickup.

I need a: ☐ W-2 Replacement ☐ Paystub-Earnings Report **Month/Year Needed:** _____

Full Legal Name: _____
(please print)

Address: _____

Contact phone number or email for further questions: _____

PCSD Employee ID or SSN: _____

Former Position: _____

School / Department Worked: _____

Pickup procedure for replacement: ☐ U.S. MAIL ☐ Pick Up at Central Office (Thursdays after 2:00PM)

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.

Signature: _____ **Date:** _____

Return this completed form and attached copy of valid Government issued Photo ID by mailing or dropping off at:

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