



**Request for Duplicate Form W-2**

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Document(s) Requested: \_\_\_\_\_

2025 W-2      Requests are only for those who do not have access to the ESS website.

Prior Year W-2  
Year(s): \_\_\_\_\_

Note: W-2's will only be generated going back to calendar year 2021. This may require up to 10-14 days for processing and distribution.

Mailing Instructions: All duplicate requests for W-2's will be mailed to the home address on file or the updated address if provided below.

Home Address: \_\_\_\_\_

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

Address Change (Your address on record will be updated).

A change of address for a retired employee must be processed through Benefit Administration. The Retiree Change of Address Form must be completed before a duplicate request can be forwarded to the new address.

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please email the completed form to [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)*