



SECRET – Contains Personally Identifiable Information

Duplicate W-2 Request Form
(Hourly)

Please note that we can only provide W2s for the **CURRENT YEAR AND 4 PRIOR YEARS.** Requests for W2s older than 5 years will not be completed.

Please fill in the appropriate fields using the tab key, and write in the W2 year being requested. Send completed form via an encrypted E-Mail to: pw2help@ford.com.

Important: Subject line of encrypted e-mail must state **DUPLICATE W2 REQUEST**.

Duplicate W2s will be sent via U. S. Mail within 10 business days of receipt.

Date
W2 Year Requested
Employee Name
Employee Social Security Number
Current Street Address
City
State
Zip Code
Phone Number (including area code)

**Due to the highly personal and confidential nature of the information, the duplicate W2 cannot be emailed or faxed.

For all other tax or W2 questions, please e-mail Employee Payments W2 Help Desk at pw2help@ford.com.