

Form W-2 “Reissued Statement” Reprint Request

Current Employees: You may access your W-2 through the Employee Access Center (EAC) located within the Employee Portal on the SSO.

Please type or print only

Last Name: _____

First Name: _____

Employee ID: _____ Active Employee (Yes or No) _____

Phone number: _____

Please provide a replacement W-2 for the following tax year:

Select one of the following:

Hold for pick up at 3205 West Davis Street (PHOTO IDENTIFICATION REQUIRED)

Mail to the Address of Record
Please note that this form can only be mailed to the address of record. If the address listed below is not the address of record, please complete an Address Change Form.

(Street)

(City, State, Zip Code)

Email to my email address of record

(email address)

If the email address has changed, contact Human Resources (HRrequests@conroeisd.net). Documents will be reissued via encrypted email. The Form W-2 is a confidential legal document and your signature authorizes encrypted, electronic delivery.

Once received by the Payroll Department, I am aware that I should allow 3-5 work days to process this request.

Signature _____ Date _____