

W2 Correction and Change Form

(Please Print)

Date: _____

Name: _____
First MI Last

Phone Number: _____ - _____ - _____ Year(s) Requesting: _____

Company Name: _____

☐ **Social Security # Change**

Incorrect social security number _____

Correct social security number _____

☐ **Name Correction**

Incorrect Name _____

Name as it appears on SS card _____

☐ **Address Change** _____

☐ **Wage Correction (note in comments section)**

☐ **Other** _____

Comments: _____

SS#, wage corrections, and name changes must be verified by the store manager. *Address changes do not require a Manager or Notary Signature.*

I confirm I have reviewed the documents for the employee and approve the change to the SS# or Name.

Managers Signature: _____

In the event that you are no longer able to get a manager's signature from your store a bank notary will be accepted

Notary signature and stamp: _____

Individuals Signature: _____

Signature above authorizes information and mailing instructions.

Keep your original W2 to be filed with your taxes. A W2C will be issued reflecting the changes requested only. You will need to supply the W2C and the W2. A W2C is not needed for an address change.