

## Procedures for Duplicate Form W-2 Request

Date of Request: \_\_\_\_\_

Mail to: Champps Entertainment Inc.  
1551 N. Waterfront Parkway, Suite 310  
Wichita, KS  
Attn: Payroll, W-2 forms

### REQUEST FOR IRS FORM W-2 PLEASE PRINT

Please reissue a WAGE AND TAX STATEMENT FORM W-2 for the following employee,  
**for the tax year ending:**

2006       2007       2008

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

Social Security # \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Street Address, Apt # \_\_\_\_\_

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

The FORM W-2 is requested for the following reason:

- Never received
- Misplaced or Destroyed
- Social Security Number or Name incorrect
- Other (explain) \_\_\_\_\_

**There is a \$10.00 processing fee for duplicate W-2 forms. Please include \$10 cash or a check made payable to Champps Entertainment Inc. Please note, requests will only be mailed, not faxed.**

\_\_\_\_\_  
Employee Signature

For Payroll Department Use Only  
Date Request Rec'd \_\_\_\_\_

Original W-2 remained: \_\_\_\_\_

Processed by: \_\_\_\_\_

Duplicate W-2 reissued: \_\_\_\_\_