

Texas State University
Office of Payroll and Tax Compliance

Request a Copy of a W-2

Year(s) requested _____

Name _____ TX State ID # _____

Address _____
(street)

(city) (state) (zip)

Is this an updated address? (please circle) Yes No

Phone number _____

Please indicate how you would like us to transmit the W-2 copy to you:

_____ in person – I will pick it up in JCK-516 on (date) _____ am pm
(circle one)

_____ by mail to the address listed above

Signature _____

Payroll Office Use

Received by _____ Date _____

Processed by _____ Date _____

Payroll Office
Texas State University-San Marcos
601 University Drive
JCK-516
San Marcos, TX 78666

We are located in Suite 516 of the J.C.Kellam Building on the San Marcos campus.
If you have questions, please contact us at (512) 245-2543 or payroll@txstate.edu.