

**Texas State University-San Marcos**  
**Payroll Office**

**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-582 on (date) \_\_\_\_\_    am    pm  
(circle one)

\_\_\_\_\_ by mail to the address listed above

\_\_\_\_\_ by fax to the following number \_\_\_\_\_

Signature \_\_\_\_\_

**Payroll Office Use**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_\_

Payroll Office  
Texas State University-San Marcos  
601 University Drive  
JCK-582  
San Marcos, TX 78666

We are located in Suite 582 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](mailto:payroll@txstate.edu).