



## REQUEST FOR IRS FORM W-2

This form is intended for current/former employees of Loyola University Chicago only. Current/former employees of Loyola University Health System/Trinity should contact the LUHS Payroll Department at [payrollservices@luhs.org](mailto:payrollservices@luhs.org) for assistance.

Employee Full Name

Last 4 digits of SSN

Street

City

State

Zip

Phone Number

Email

University Department

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### Re-issue my W-2 Tax Form for the tax year(s) ending:

2025   2024   2023   2022   2021   2020   2019   2018   2017   2016   2015

### Delivery Option:

### Reason for request:

If other, explain below:

Signature

Date of Request

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Submit completed form to: [payroll@luc.edu](mailto:payroll@luc.edu)

**Note: Please allow 5-7 working days after receipt for your request to be processed. W-2s not picked up within 1 month will be destroyed.**

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### FOR PAYROLL DEPT USE ONLY

Employee ID #

Processed by

Date W-2 Reissued