

Procedure 20319C: Re-Issue of W2

A. Procedures

If you require a duplicate W2 you can access and print the electronic version from the Hokie SPA at any time and as many times as you need. Log into the [Hokie SPA](#) with your PID and password. Select Hokie Team, Tax Forms and W2 Year-End Earnings Statement. Follow the directions for selecting the year(s) needed and for printing.

If you are unable or do not wish to access your W-2 via the web, you may request a duplicate W2 by sending an email to vtw2@vt.edu. Include your name, VT ID number, current address, the reason for your request, and indicate the year for which the W2 is needed. The form will be mailed to the address provided.

You may also make your request by fax. Fax a signed document with the above information to (540) 231-7221 to the attention of Cindy Eller. Please note that we cannot process a request via fax without a signature. The form will be mailed to the address provided unless you request to have it faxed back to you. In this event please provide a return fax number.

Processing the request for a duplicate W-2 typically takes two business days. The duplicate form will be mailed to the address provided unless otherwise requested. If you wish to pick the form up, please note this in your request and bring a picture ID. Duplicate forms may be picked up in the Controller's Office, at North End Center, Suite 3300, between the hours of 8:30 and 4:30.

If further assistance is needed you can contact Cindy Eller (540) 231-5203, in the Payroll office.