

**REQUEST FOR DUPLICATE W-2  
PRIOR YEAR ONLY (Tax Year 2008 and Earlier)  
For Employees of Pro Staff, Dobbs Temporary Services ONLY!**

Duplicate W-2 forms will only be issued through submission of this form. All information must be completed in full. **This form is *not* to be used to submit a request for a 2009 W-2.**

**\*\*\*PLEASE PRINT CLEARLY\*\*\***

Employee Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Social Security # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

W-2 Year \_\_\_\_\_ Market \_\_\_\_\_ Branch \_\_\_\_\_  
*(if known)* *(if known)*

Current Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Employee Only)*

**To protect your data privacy, Pro Staff will not fax or e-mail your duplicate W-2.  
Once your request has been received, you may either pick up a copy of your W-2 at a  
local branch, or a copy of your W-2 will be mailed to your home address on file.  
Please allow two weeks for processing and mailing time.**

**How would you like to receive your duplicate W-2?**

- Mail it to my home address
- I will pick it up at my local branch. Branch Location \_\_\_\_\_

**When complete, mail or fax this form to:**

Address: Pro Staff  
Attn: Geb Lavone  
50 South Tenth Street, Suite 500  
Minneapolis, MN 55403

Fax: 612-339-8298

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**FOR INTERNAL USE ONLY**

Date Request Received \_\_\_\_\_ Date Processed \_\_\_\_\_

Processed By \_\_\_\_\_ Date Mailed \_\_\_\_\_