



W2 Tax Form Reprint or Correction Request Form

Customer Service Representative: _____

Submit to this Email Address : Clientservices@cs.b2esolutionsinc.com

Please Note: You may have the authority to charge the employee for the cost of the duplicate/replacement form W-2.
However, you should have the employee sign an acknowledgment that they accept the charge.

For the following employee:

Tax Year: _____ Social Security Number: _____ Employee ID #: _____

Employee Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Please issue a Replacement W2 Wage and Tax Form - Reason:

Destroyed

Lost

Never Received

Please issue a Correction W2 (W2c) Wage and Tax Form - Reason:

Social Security Number OR Name Correction:

Correct SSN: _____ Incorrect SSN: _____

Correct Name: _____ Incorrect Name: _____

Taxable Wages and/or Taxes Incorrect: Explain In Detail -

Other - Amended Tax Return - NO W2C: Explain In Detail -

I understand that B2E Solutions Inc will charge my company:

\$21.00* for the reprint of each form

\$28.85* for each Correction form required due to a Social Security Number or Name Change

\$57.50* for each Correction form required due to a Wage and/or Tax adjustment

**plus any additional ancillary fees for amended tax form filings (\$155/hour)*

Complete, Sign and Return to your Customer Service Representative via Secure Email

Company Name: _____ Company Code: _____

Employer Signature: _____ Date: _____