



B2E Solutions Inc

W2 Tax Form Reprint or Correction Request Form

Return Completed Form to your CSR at: Clientservices@cs.b2esolutionsinc.com

CSR Please Complete: Client Short ID: _____ Client Master Tax ID: _____

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 (Note - There is not a way to correct employees address):

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:

\$25.00* for the reprint of each form

\$30.00* for each Correction form required due to a Social Security Number or Name Change

\$60.00* for each Correction form required due to a Wage and/or Tax adjustment

**plus any additional ancillary fees for amended tax form filings (\$170/hour)*

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

Company Name: _____ Company Code: _____

Employer Signature: _____ Date: _____

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.