



# IRS Form W-2/1099 Reprint or Correct Request Form

**For the following employee:**

Tax Year : \_\_\_\_\_ Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_ ID# \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- Please issue a Replacement for Form:
  - W-2 Wage and Tax Statement
  - Statement 1099 Information Return

- Please issue a W2 Correction Form:
  - W-2 Wage and Tax Statement
  - Statement 1099 Information Return

I understand that B2E Solutions will charge my company:

- \$15.00\* for the reprint of each form
- \$25.00\* for each Correction form required due to a Social Security Number or Name Change
- \$50.00\* for each Correction form required due to a Wage and/or Tax adjustment
- \*plus any additional ancillary fees for amended tax form filings (\$115/hour)*

Client Code: \_\_\_\_\_ Client Name: \_\_\_\_\_

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 acknowledgement that they accept the charge.

**Please Return the Completed Form to your Client Service Representative**