

**Request for Form W-2 or Form 1095C**

Please reissue a Form  W-2  1095C for tax year \_\_\_\_\_ for the employee listed below:

**EMPLOYEE NAME:** \_\_\_\_\_

**SSN (LAST 4 DIGITS):** XXX-XX-\_\_\_\_\_

**CURRENT MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** ( \_\_\_\_\_ ) \_\_\_\_\_

**REASON FOR REQUEST:**

- Never Received
- Address Incorrect
- Misplaced / Destroyed
- SSN Incorrect
- Name Incorrect
- Other (Please explain) \_\_\_\_\_

*\*\*The reissued form W-2 or 1095C will be mailed to the address listed above unless otherwise requested.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please bring / mail / email / fax this completed form to:

Central Carolina Technical College  
*Attn: Payroll*  
506 North Guignard Drive  
Sumter, SC 29150  
803-778-7878 (fax)  
[parkerhm@cctech.edu](mailto:parkerhm@cctech.edu)