

W2/1095-C Request Form

TAX YEAR(S) REQUESTED		Branch/Location in which you were registered (I.E.–Las Vegas/NV)	
EMPLOYEE NAME (Last, First, Middle Initial)			Social Security Number - -
EMPLOYEE CURRENT MAILING ADDRESS (where forms will be sent) Street Address (Street Address, Apt#)			Home Telephone () -
City	State	Zip Code	Work Telephone () - Ext.
PLEASE NOTE: It takes approximately 7-10 business days to process requests. You will be notified if we are unable to accommodate your request for any reason. Please refrain from calling or submitting multiple copies of the same request as this will only slow down the process.			
<p>How would you like to receive your W2/1095-C? <u>Please check one of the following:</u></p> <p><input type="checkbox"/> MAIL: Send via regular mail to the mailing address indicated above.</p> <p><input type="checkbox"/> INTEROFFICE: Send to the following branch for pick-up: <i>Branch Name/#</i> _____</p> <p><input type="checkbox"/> PEOPLE PORTAL: Upload to People Portal to be available for download. Log In required. (Available for tax years beginning 2016 only)</p> <p><input type="checkbox"/> Secure EMAIL: *** Will be sent via secured email. (The message will come with an 'html' attachment. Click on the attachment and you will be asked to sign-in or use a one-time passcode).</p> <p>Email Address: _____</p> <p>I HEREBY AUTHORIZE Act1 Group TO RELEASE A COPY OF MY W-2/1095-C FORM IN THE MANNER INDICATED ABOVE. *** <i>By signing this form, I release Act1 Group from any liability for sending a copy of my W-2 form electronically.</i></p>			
Signature			Date

Please leave your completed form with the nearest office
or mail directly to:
P.O. Box 29048
Glendale, CA. 91209-9048
Attn: W2 Request Department

CORPORATE USE ONLY	
Request Received	
Action Taken <input type="checkbox"/> W2 Mailed <input type="checkbox"/> Interofficed <input type="checkbox"/> People Portal <input type="checkbox"/> Secure Email	
<input type="checkbox"/> W2/1095-C Not Found for year requested	
<input type="checkbox"/> Corrected W2/1095-C Needed	
Processed by	Date Processed