



Division of Financial Operations
65 Court Street, Brooklyn, N.Y. 11201

1095C / W-2 Duplicate Request and Information Correction Form

Duplicate Request

Please Check One: ☐ 1095C

☐ W-2

Tax year(s)*: ☐ 2022 ☐ 2021 ☐ 2020 other: _____

Correction Request

Tax year(s): ☐ 2022 ☐ 2021 ☐ 2020

EMPL ID	Last Name	First Name	
Address:			
Apt:			
City:	State	Zip	Contact Phone#
Briefly describe error: (Required for W-2 correction only)			

NOTE:

- Please verify your address. Address corrections can be updated by logging into [NYC.Gov/ESS](https://nyc.gov/ESS) or by contacting HR Connect at (718) 935-4000.
- W-2 forms will be mailed to the address that is in the NYC Department of Education database at the time of the duplicate or corrected W-2 request.
- Processing of request for W-2 duplicates and correction depends on the activation of the NYC W-2 System.

Employee Signature

Please complete the form and email to W2UNIT@schools.nyc.gov or fax to the W-2 Unit at 718-935-3262

***The W-2 unit is only able to print duplicate W-2 forms from 2022 to 1998.**

For W-2 requests for **1991 through 1997** please submit to the New York City Office of Payroll Administration at https://www.nyc.gov/assets/opa/downloads/pdf/E430-006_W-2_Duplicate_Request_Form.pdf

For **1990 and earlier**, please complete the archived W-2 Request form:

https://doehconnect.custhelp.com/app/answers/detail/a_id/9842 This request must be submitted to the Office of Employment Records Research.