



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)\*:  2023  2022  2021 other: \_\_\_\_\_

**CORRECTION REQUEST**

Tax year(s):  2023  2022  2021

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://www.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](mailto: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 2023 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/F430-006\\_W-2\\_Duplicate\\_Request\\_Form.pdf](https://www.nyc.gov/assets/opa/downloads/pdf/F430-006_W-2_Duplicate_Request_Form.pdf)

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

[https://doehrconnect.custhelp.com/app/answers/detail/a\\_id/9842](https://doehrconnect.custhelp.com/app/answers/detail/a_id/9842) This request must be submitted to the Office of Employment Records Research.