

Wayne-Sanderson Farms

W-2 REQUEST FORM

CURRENT DATE: _____

YEAR(S) NEEDED: _____

PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM TO ENSURE FASTER PROCESSING OF YOUR REQUEST.

Please fill out this form completely. Please provide your mailing address as recognized by the United States Postal Service. As a precaution for the security of our employees, **W-2's WILL NOT be faxed or emailed.** W-2's will only be mailed to the address provided on this form. Tax documents contain highly sensitive information. Therefore, if your mailing address is not in the format recognized by the United States Postal Service or if you are not registered to receive mail at the address provided, your W-2 will not be delivered and returned to sender.

If you have moved, please complete a change of address form with the United States Postal Service. If you are still employed, please visit Human Resources at the location you are employed and complete a change of address form for your employee file as well.

(PLEASE PRINT)

Name: _____ Phone Number: _____

Address: _____ Apt #: _____ Lot #: _____ Trailer #: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ - _____ - _____ Employee Number (if known): _____

Date of Birth: ____ / ____ / ____ Employee Work Location (please check one): Sanderson Farms Wayne Farms

W-2 FORM IS REQUESTED FOR THE FOLLOWING REASON:

Incorrect Address Misplaced Destroyed Incorrect Name Never Received Incorrect Social Security #

Update Address Only, so no reprint of previous year W-2 needed

Other (please explain): _____

Employee Signature

(must be signed by employee only)

Please return this form to the fax number or email address:

Fax Number: (601) 425-0735

Email Address: w2info@sandersonfarms.com

THIS BOX IS FOR OFFICE USE ONLY:

Original Returned W-2 Mailed: _____

Duplicate W-2 Mailed: _____