



COUNTY OF RIVERSIDE

OFFICE OF THE AUDITOR-CONTROLLER



Ben J. Benoit
Riverside County Auditor-Controller

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Assistant Auditor-Controller

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Assistant Auditor-Controller

REQUEST FOR DUPLICATE WAGE AND TAX STATEMENT

By Mail

Employee Pickup

Employee ID#:		Name:	
WAGE AND TAX STATEMENT (Form W-2) REQUEST			
Tax Year:			
* Employee Current Mailing Address:			
Street Address:			
City:	State:	Zip Code:	

The FORM W-2 is requested for the following reason:

- Never Received
- Misplaced or Destroyed
- Social Security Number or Name Incorrect
- Other (Explain)

Employee Signature	Date Request:
	Phone #:

For Auditor-Controller Office Use Only

Processed By:	W-2 Re-issued Date:
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Signature of Person Pick up

Submit completed form to: ACO_Payroll@rivco.org
4080 Lemon Street, 6th Floor, Riverside, CA 92501 | Mail Stop 1050

Request for Duplicate Form W-2 Instructions:

Helpful Hints for Faster Processing:

Standard processing time is five (5) working days. However, special circumstances may qualify for expedited processing.

* If the mailing address on the form differs from the one on record, please contact Human Resources at EmployeeServices@rivco.org to update your address, and inform Payroll at ACO_payroll@rivco.org to avoid delay of the re-print process.

- Active employees can update their mailing address through Employee Self Service. Scan the QR code below for instructions.



Active employees can also print their W-2 form through Employee Self Service. Scan the QR code below for instructions.



If you are unable to access these options, both active and inactive employees will receive a duplicate W-2 form via U.S. mail. If you choose to pick up the form in person, please bring a valid federal or state-issued photo ID on your scheduled pickup date.

If you have any further questions, please contact us at ACO_payroll@rivco.org or call 951-955-3800.