W-2 correction change request					
Sent by	Special	This is page	Cur date	rent e	
Company name	instructions	Phone number	Clie cod	nt e (Your four digit company code)	
Name	Employee number	Address, city, state, and zip code	Incorrect SSN (If applicable)	Correct SSN (If applicable)	
			[]		

Please print and fax to your Sage Payroll Services office. Use as many pages as needed. The reset button at the top of the page will clear the page ready for your next input group.

Signature

	For internal use only	Received:/ Processed by:
		Process run number:

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