

W-2 correction change request

Reset

Sent by

Special instructions

This is page _____ of _____

Current date

Company name

Phone number

Client code

(Your four digit company code)

Name	Employee number	Address, city, state, and zip code	Incorrect SSN (If applicable)	Correct SSN (If applicable)
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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: _____