



Business Services
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM

501 Manhattan Blvd Suite 2200
Harvey, LA 70058
(504) 349- 7600
FAX (504) 349- 8583
<http://jpschools.org/departments/payroll/>

REQUEST FOR COPY OF W2

\$10.00 for each W2, please make check or money order payable to "JPPSS". NO CASH accepted.

THE FOLLOWING INFORMATION MUST BE COMPLETED IN ORDER TO PROCESS YOUR REQUEST FOR A W2 COPY:

YEAR(s) REQUESTED _____ DATE OF REQUEST ____/____/____

NAME: _____
(Please print)

EMPLOYEE NUMBER _____ SSN # _____-_____-_____

PHONE: (_____) _____ EMAIL: _____

CHECK ONE: MAIL PONY PICK UP

To change mailing address ([click here](#)): if you have an @jppss.k12.la.us email address .

Employees who are no longer employed with JPPSS , or do not have a jppss.k12.la.us email address please complete the following.

	Street Address	(Apt)	City	State	Zip
New Address					
Old Address					

▶ _____
SIGNATURE OF PERSON REQUESTING

DATE REQUESTED: ____/____/____

SEND COMPLETED FORM TO: PAYROLL SERVICES
501 Manhattan Blvd Suite 2200
Harvey, LA 70058
payrollrequest@jppss.k12.la.us