REQUEST FOR DUPLICATE FORM W-2 AND 1099 FOR TAX YEAR 2009

Please return this form to:

McLain, Calhoun, McCullough, Clark & Co., P.C.
Payroll Department (VNB)
PO Box 190
205 East Second Street
Vidalia, GA 30475

Fax: (912)537-3095
Email: vbeasley@mclaincalhoun.com

Please issue a duplicate copy of the Wage and Tax Statement (Form W-2) for the following employee:

Employee name: _____

Social Security No.: _____ - _____ - _____

Distribution of form: (circle one) Pick up from Payroll Mail Form

Mail Form to: _____

Street Address: _____
City State ZIP Code

Reason for request: (circle one) Never received Lost Misplaced Destroyed

****There will be a charge of $8.00 for each reprint of form W-2 or 1099.**

Signature of Employee: _____

If requesting that the form be mailed, please provide copy of picture identification such as driver's license along with this request form. If picking up the duplicate Form W-2 in person, please be prepared to show picture ID such as driver's license. The requested reprints will not be issued until after February 4, 2010. Once your request is received in our office, please allow seven business days to process your request.

For Payroll Department Use Only

Date request received: _____ Date form mailed to employee: _____

Received by Employee: _____

Signature of Employee: _____