

2009 W-2 forms were mailed January 6th

If you have not received your 2009 W-2 by now it may have been returned to Human Resources because of an incorrect address. Here is what you need to do:

- To find out if your W-2 has been returned to Human Resources due to an incorrect address contact Terri Savage at (785) 532-1888 terris@ksu.edu or Frieda Beat at (785) 532-1884 frieda@ksu.edu
- If you are an active employee you may request a duplicate W-2 by following the instructions found at <http://www.k-state.edu/hr/ped/w2info.html>
- If you are an inactive employee and need a duplicate W-2 you may contact Human Resources or submit a [Duplicate W-2 Request form \(pdf\)](#) Requests for a duplicate 2009 W-2 will be processed after January 20, 2010

Please don't wait until the last minute to request a duplicate W-2 as it may take up to 2 weeks to receive it.

Other Information about W-2s

- If you worked in multiple KSU departments in 2009 you will receive only **one** W-2
- If you also worked for the K-State Student Union, Athletics or Student Publications you will receive a separate W-2 from them.
- If you worked for multiple State of Kansas agencies you will only receive one W-2.