

Texas Woman's University
Office of Human Resources – Payroll

W-2 ADDRESS

Please send my W-2 form to the following address:

I understand that if I change my address after this I must contact the Payroll Office so my W-2 can be sent to the correct address.

IMPORTANT: The replacement W-2 process does not begin until March 1 each year, and there is a \$3.00 charge for each duplicate W-2 requested. Therefore, it is very important that the Payroll Office is notified of any change of address.

Signature

Date

TWU ID Number

PAYROLL OFFICE
P.O. BOX 425439
DENTON, TX 76204-5439