

**Request for Duplicate Form W-2 for Tax Year: 2017  
or previous Year: \_\_\_\_\_**

**Please return form by fax, email or mail:**

Fax to (225) 208-1248  
Email to [payroll@cajunusa.com](mailto:payroll@cajunusa.com)  
Mail to: Cajun Industries – Payroll Dept.  
P.O. Box 104  
Baton Rouge, LA 70821

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 W-2 Form: (Circle one option – Mail or Email)

Mail to: \_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip Code

Email to: \_\_\_\_\_

Reason for Request: (Circle one)    Never Received    Lost/Misplaced

Signature of Employee: \_\_\_\_\_

**Please provide a copy of identification such as driver's license, ID badge, etc. for verification and a phone number in the event we need to contact you regarding this request.**

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For Payroll Department Use Only:

Date request received: \_\_\_\_\_ Date duplicate form sent: \_\_\_\_\_

Received by: \_\_\_\_\_