



**Email or mail completed forms to:**  
 ABM Industries, Inc.  
 14141 Southwest Freeway Suite 425  
 Sugar Land, TX 77478  
**Telephone:** 1-855-226-3676  
**Email:** [abmw2@abm.com](mailto:abmw2@abm.com)

### W-2 Reissue Form

<b>Employee Information</b>	<i>*ALL Employee Information in this section is REQUIRED*</i>
Employee Name: _____ Employee ID: _____	
Current Street Address: _____	
City: _____ State: _____ Zip Code: _____	
Telephone: _____ Email Address: _____	
Social Security No.: _____ Date of Birth: _____	
<i>Will be used for verification purposes.</i>	

<b>W-2 Information:</b>	All individuals requesting a W-2 <b>must</b> include a copy of a government issued ID for verification purposes. <b>No W-2s will be reissued without proper photo ID.</b>		
Please circle the year(s) in which you are requesting a W-2			
<b>2018</b>	<b>2017</b> <span style="color: red;">\$25.00 Fee*</span>	<b>2016</b> <span style="color: red;">\$25.00 Fee*</span>	<b>Other:</b> _____ <span style="color: red;">\$25.00 Fee* for each year</span>
I would like to receive my W-2 via (circle <u>only one</u> )			
	<b>Email</b> <small>(provided above)</small>	<b>Mail</b> <small>(provided above)</small>	
Please select reason for request:			
<b>Moved/Change of Address</b>	<b>Lost or Destroyed</b>	<b>Nothing Changed, I didn't receive W-2 in the mail</b>	<b>Other</b>
If "Other", Please Specify			

<b>Authorized Signature</b>
<i>By signing below, I certify all information I provided on this form is true and correct to the best of my knowledge.</i>
_____
<b>Employee Signature</b> <span style="float: right;"><b>Date</b></span>

<b>For Payroll Dept. Use Only</b>
Verified By: _____ Date Received: _____
W-2 Reissue Date: _____ <input type="checkbox"/> Emailed <input type="checkbox"/> Mailed

Fee\* (Please submit money order or cashier's check made payable to **ABM Industries, Inc.**)  
 \*WE CANNOT ACCEPT PERSONAL CHECKS\*