



**Gateway
Community
Charters**

5112 Arnold Ave
McClellan, CA 95652

916-286-5129
916-993-4114 fax

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W-2 Replacement Request Form

Please complete this form (in ink) and submit to Human Resources or Payroll:
Main HR Office Phone (916) 286-5160 Fax: (916) 993-4114

Laura Barragan, Director of Human Resources (916) 286-5199 x2089

Laura.Barragan@GCCCharters.org

Annie DeLand, HR Specialist (916) 286-5199 x2065

Annie.DeLand@GCCCharters.org

Nicki Clatte, HR Clerk (916) 286-5160

Nicki.Clatte@gcccharters.org

Bertha Fernandez, Payroll Specialist (916) 286-5199 x2317

Bertha.Fernandez@gcccharters.org

Natalya Dovbush, Payroll Specialist (916) 286-5199 x2301

Natalya.Dovbush@gcccharters.org

First Name

Last Name

Social Security #: _____

W-2 Year(s) Requesting Replacement Copy for: _____

Reason for Request: _____

Check one:

To be picked up by employee

Email to employee: _____

Fax to employee: _____

Mail to employee's home: _____

Address

City

State

Zip

Employee Signature

Date

Human Resources/Payroll Use Only

Date W-2 Replacement Issued: _____

HR/Payroll Signature: _____