



**Gateway
Community
Charters**

5112 Arnold Ave
McClellan, CA 95652

916-286-5129
916-993-4114 fax

Board of Trustees

President
Lillie Campbell

VP,
Bruce Mangerich

Secretary,
Jack Turner

Treasurer
Mark Anderson

Board Member,
Harry Block

Superintendent/CEO
Dr. Cindy Petersen

**Assistant
Superintendent**
Michael Gillespie

Chief Business Official
Aaron Thornsberry

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

Payroll
Payroll@gcccharters.org

Human Resources
HuamnResources@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: _____