

PRINCE GEORGE'S COUNTY, MARYLAND

Office of Finance/Payroll Section

1301 McCormick Drive, Suite 1100

Largo, Maryland 20774

Payroll Main Line: (301) 952-5362

Fax Number: (301) 952-3529

Payroll Form Request

Agency Name: _____

Employee Number (or last four digits of SSN for Former/Retired Employees): _____

Employee Name: _____

Daytime Telephone: _____ **Other Phone:** _____

Nature of Request: (Please check all that apply)

_____ **Duplicate Pay Stub Information for Payday(s)** _____

*** Three Pay Day Limit***

ESS System Up/Need Password Reset

ESS System Down or No Access

Other: _____

_____ **Duplicate Tax Form:**

_____ **Form W2**

Indicate Tax Year(s) _____

Current W2 plus prior three years Only

Note: Duplicate Form 1099- R requests are submitted to the Pensions department, you may contact assigned staff at 301-883-6385.

_____ **Other:** _____

Indicate Delivery Choice: Mail _____ Call when ready for pickup _____

Employee Address: _____

Signature: _____ **Date:** _____

The Payroll Section will complete your request within three (3) business days from date received.

FOR PAYROLL USE ONLY

Mail Date: _____ **Pick-up Date:** _____ **PR Staff Initial:** _____