



HOME SERVICES PROGRAM - DUPLICATE W-2 REQUEST FORM

For Individual Providers in the Home Services Program

Date	
IP Name	
SSN # Last 4	
Address City, State, Zip Code	
Phone	
Email	
Years Requested	
IP Signature	

To process your request, the address you provide must match what HSP has on file. If it does not, please update your address at your local office. Please call 217-782-2722 should you have any questions.

When possible, HSP will send you the original W-2. If the original W-2 hasn't been returned to HSP yet, a duplicate will be mailed by the Illinois Office of the Comptroller (IOC) instead. All duplicate W-2s are sent directly from the IOC. Any address changes after December 1 may result in the W-2 form being returned to HSP Central Office or the W-2's sent to the old address.

It may take 7 to 10 business days to process a Duplicate W-2 Request and request a reissuance through the IOC.

Please send this completed form to:

Email	DHS.HSP.LaborW2@illinois.gov
Fax	217-557-9434 or 217 557-0142
Mail	HSP Labor Relations Attention: HSP Labor Relations Unit 100 South Grand Avenue East Springfield, IL 62764