
USPS Calendar Year-End Authorization Form

W-2 Print:

Statement: "I, the *Payroll Officer*, verify that all posted report 83 data have been verified. I authorize USPS to generate the 2016 W-2s for this agency."

Signature of Payroll Officer

Date

Agency Name

Agency Number

Please indicate sort option for Employee's Copy B:
(check one)

- Organization/SSN
 Organization/Alpha
 Primary Location/Alpha

Please indicate handling options:
(check one)

- Folded and stuffed
 Folded, stuffed and sealed

NOTE: Form 1095-Cs will be sorted and disbursed in the same manner W-2s are requested.

For agencies outside of Austin, please include any special handling instructions (FedEx, UPS, Lone Star Overnight, etc.), the shipping address and the number of the account to be charged.

Complete this form and Fax to USPS
Fax Number: (512) 475-0887
