

**LAUREL COUNTY PUBLIC SCHOOLS**  
718 North Main Street  
London, KY 40741  
606-862-4600

**REQUEST FOR PAYROLL RECORDS**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Work Location: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Requesting:**

Copy of W2 Year: \_\_\_\_\_

Payroll Check History Months: \_\_\_\_\_

Verification of Employment

Other: \_\_\_\_\_

**Please send via:**

Mail To: \_\_\_\_\_

Fax To: \_\_\_\_\_

Pick-Up

Additional Information: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*All requests will be completed within 48 hours of receipt.*

Date Received: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

*Please forward completed form to Payroll Department,  
Attn: Lisa Allen (Classified Employees) or Kathy Binder (Certified Employees).*