



W-2 SHIPPING ADDRESS CHANGE REQUEST

This is the address that will be used to ship W-2s and ACA 1095s, if applicable. This form should be completed and submitted to your dedicated CertiPay support team IF your W2s need to ship to an address that's different from what's used for your regular check shipments. NOTE: Our carriers will not ship to PO Boxes.

Completed *W-2 Shipping Address Change Request* forms must be submitted to CertiPay no later than 5pm EST Friday, December 16th, 2022.

Client ID

Company Name

Contact Name

Phone Number

Please ship company W-2s to the following address.

Street Address

City

State

ZIP

Please check here if more than one Client ID is being shipped to this address.

Please list additional Client IDs below:

Additional Notes or Special Requests:

Please note: Not all W-2 shipping change requests can be honored. You will be contacted if we are unable to meet your needs.