

KIPDA										
Document Reproduction Fee Schedule										
<i>Effective June 1, 2021</i>										
Employee Name:			Participant/Employer Name:		Office Use Only					
Date:	ORDER FORM				Date Received:					
<small>*Allow up to two weeks for Processing</small>	<i>Please Complete</i>									
Document Type	Time Period 1	Fee	Qty 2	Total	Date Payment Processed	Date Documents Produced				
W2	2022	\$5.00		\$						
W2	2021	\$7.00		\$						
W2	2020	\$7.00		\$						
W2	2019	\$7.00		\$						
W2	2018	\$7.00		\$						
YTD Wage Report	YTD 2023	\$5.00		\$						
YTD Wage Report	YTD 2022 or older	\$7.00		\$						
Misc Doc Request - <i>Write In</i>	Current	\$7.00		\$						
Wage Request Letter - <i>Write In</i>	Current	\$7.00		\$						
<small>*All paystubs beginning 1/1/2022 available in Mains'1 for printing</small>										
Total Payment Due:					Date Documents Mailed:					
<i>Check or Money Orders Only</i>				\$						
Check # or Money Order #: <small>If check is returned, bank fees and order fees will be deducted from your next pay check</small>										
RUSH? If so, double the fees and enter date needed:										
<small>RUSH processing is three(3) business days plus USPS delivery Time</small>										
Instructions:										
<p>1) Please complete the Order Form</p> <p>2) Mail check or money order and a copy of this Order Form to:</p> <p style="margin-left: 40px;">KIPDA Attn: Duplicate Document Request 11520 Commonwealth Drive Louisville, KY 40299</p> <p>Once the order has been received, processed, and payment cleared by KIPDA, we will mail the requested document copies via USPS. Allow seven(7) business days from the time KIPDA receives the order before any documents can be mailed. Allow additional time for the mail to arrive. We are not able to predict USPS delivery schedules.</p>										
Address:										
<small>Requested Documents will be sent to the <u>employee's current address on file with KIPDA</u>. If you have had an address change, please enter your new address and your signature (Required)</small>										
New Address:										
<table style="width:100%; border: none;"> <tr> <td style="border: none; width: 80%;"></td> <td style="border: none; text-align: right;">Required</td> </tr> <tr> <td style="border: none; border-bottom: 1px solid black;"></td> <td style="border: none; text-align: right;">Signature: _____</td> </tr> </table>								Required		Signature: _____
	Required									
	Signature: _____									
<small>1 Each time period is listed on a separate line</small>										
<small>2 QTY represents the number of duplicate copies of the same time period</small>										