**KIPDA**  
**Document Reproduction Fee Schedule**  
**Effective June 1, 2021**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Time Period</th>
<th>Fee</th>
<th>Qty²</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>W2</td>
<td>2020</td>
<td>$ 5.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>W2</td>
<td>2019</td>
<td>$ 7.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>W2</td>
<td>2018</td>
<td>$ 7.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>W2</td>
<td>2017</td>
<td>$ 7.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Wages This Year - Report (not pay stubs)</td>
<td>YTD 2021</td>
<td>$ 5.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Single Pay Period Paystub</td>
<td>enter two week period</td>
<td>$ 5.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Single Pay Period Paystub</td>
<td>enter two week period</td>
<td>$ 5.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Single Pay Period Paystub</td>
<td>enter two week period</td>
<td>$ 5.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Single Pay Period Paystub</td>
<td>enter two week period</td>
<td>$ 5.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Total Payment Due:**  
CHECKS OR MONEY ORDERS ONLY $  

Check # or Money Order #: If check is returned, bank fees and order fees will be deducted from your next pay check

RUSH? If so, double the fees and enter date needed: RUSH processing time is three(3) business days plus USPS delivery time

**Instructions:**  
1) Please complete the Order Form  
2) Mail check or money order and a copy of this Order Form to:  
   KIPDA  
   Attn: Duplicate Document Request  
   11520 Commonwealth Drive  
   Louisville, KY 40299

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.

**Address:**  
Requested documents will be sent to the employee's current address on file with KIPDA. If you have had an address change, please enter your new address and your signature (Required).

New Address:  

__________________________  
__________________________  
__________________________  

Required  
Signature: ____________________________

---

¹ Each time period is listed on a separate line  
² QTY represents the number of duplicate copies of the same time period