Reissue of W-2/1042-S

NOTE: In order to save the document, user must have the most recent version of Adobe Acrobat Reader.

Request for Duplicate Tax Form

To PICK UP form at Payroll-THIS FORM IS NOT REQUIRED-Bring photo ID to Room 350, Hannah Administration Building, M-F 8am-4:30pm

W- 2 ☐ **1042-S** ☐ **for Tax Year:** _____

For mail requests please return this form to:

Michigan State University
Payroll Division
Hannah Administration Building 426
Auditorium Rd Room 350
East Lansing, MI 48824
Phone: 517-355-5010
Fax #: 517-353-1675

Please issue a duplicate copy of the Wage and Tax Statement (Form W-2) or Foreign Person's U.S. Source Income subject to withholding (Form 1042-S) for the following employee:

Employee Name: _____

Social Security No: XXX-XX-X_____

Distribution of Form:

Mail Form: ☐

Mail Form to:

Street Address: _____

City, State, Zip Code _____

Reason for Request: _____ Telephone No. _____

Never received ☐ Lost/Misplaced/Destroyed: ☐

Signature of Employee: _____

READ & FOLLOW DIRECTIONS BELOW. W-2 WILL NOT BE MAILED IF ID MISSING. If you are requesting that your W-2 or 1042-S be mailed to you and have filled out the address area above, please provide a photo copy of picture identification such as driver's license, MSU ID, Passport or State ID card (persons without any other ID). Photo ID MUST be included with this request form in order for your document to be reissued. Please allow five (5) business days to process your request. We regret that University policy DOES NOT PERMIT us to fax these documents to you. However, you may fax or email payroll@ctlr.msu.edu this request form to us.

For Payroll Department Use Only:

Date request received: _____ Date form mailed to employee: _____