

Reissue of W-2/1042-S

Request for Duplicate Tax Form

W-2 1042-S for Tax Year: _____

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:

Pick up from Payroll

Mail Form:

Mail Form to: _____

Street Address: _____

City, State, Zip Code _____ Telephone No. _____

Reason for Request:

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 photocopy of picture identification such as** driver's license (former employees), Student/Faculty ID (current employees), Passport (international persons) or State ID card (persons without any other ID). This **MUST** be included with this request form in order for your document to be reissued. If picking up W-2 or 1042-S in person, be prepared to show picture ID such as driver's license (former employees) or Student/Faculty ID (current employees). 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 this request form to us.

For Payroll Department Use Only:

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

Received by employee: _____ Signature of Employee: _____