



# Human Resources Employee Service Center

## REQUEST FOR DUPLICATE W-2 OR 1042-S

Please check the item(s) and list the year(s) needed:

**NOTE:** We only have records for the last four (4) tax years.

W-2 for tax year(s): \_\_\_\_\_

1042-S for tax year(s): \_\_\_\_\_

**Please complete the following:**

Employee Name (*please print*): \_\_\_\_\_

Affiliate ID (*10-digit 1000#*): \_\_\_\_\_

Social Security #: \_\_\_\_\_

**Please select a delivery option:**

I would like to **pick up in person** at the HR Employee Service Center (ESC).

Phone: \_\_\_\_\_

I would like the copy **mailed to me**.

Address: \_\_\_\_\_

\_\_\_\_\_

**NOTE:** Because of privacy legislation, the Office of Human Resources cannot fax or email confidential information such as a duplicate W-2 or 1042-S.

Signature (*mandatory*): \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN FORM BY MAIL, IN-PERSON OR FAX TO:**

Office of Human Resources | 1100 E. University Drive, Tempe, AZ 85287-1304

FAX: 480.965.1971

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