



Request for Replacement Tax Form W-2

1. Enter your information
 2. Print and sign (NO ELECTRONIC SIGNATURE ACCEPTED)
 3. Mail to the University Payroll Office (email accepted)
 4. If you need duplicate tax forms for more than one year, submit separate forms for each year
- A replacement will only be mailed to the address on file with the University. For help verifying/updating your address, follow the instructions outlined by Human Resources [here](#) or call (309) 438-8311.

Personal Information

Tax Year:

I am a: Reason: Delivery:
 UID: Phone: Email:

If you are picking up your tax document, bring in a photo ID (such as University ID card or Driver's License)

Mailing Address

Note: This address must match the address on file with the University

Street Address:

City: State: Zip:

For non-U.S. addresses only

Region: Country: Mail Code:

Authorization

This form is considered invalid if it has been altered in any way or any unauthorized additions have been made to it.

Employee Signature _____ Date ___ / ___ / _____

Printed Name _____

University Payroll Office (UPO) Use Only

Date Mailed ___ / ___ / _____ UPO Initials _____

Pickup Date ___ / ___ / _____ Employee Signature _____