



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) or Submit to the [Payroll Secure Form Dropbox](#)
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 at https://hr.illinoisstate.edu/downloads/iPeople-Home_Mailing_Address_Change.pdf 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 _____