



## 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 at [http://hr.illinoisstate.edu/current/address\\_change.php](http://hr.illinoisstate.edu/current/address_change.php) 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 \_\_\_\_\_