



Request for Duplicate Tax Form W-2 or 1042-S

Tax Year Requested: _____

*****PICTURE IDENTIFICATION IS REQUIRED FOR ALL TAX FORM REQUESTS*****

Tax Forms will be mailed to the employee via U.S. Postal Service and will not be emailed.

Email this completed form with a copy of picture identification to:

UNL Payroll Services at payroll@unl.edu

Circle the type of duplicate copy of tax form you are requesting: W-2 1042-S

Employee's Full Legal Name: _____

Personnel or NUID number: _____

Email Address: _____

Are you still employed with UNL? Yes No

Is tax form being mailed to a new address? Yes No

Is this a permanent address change? Yes No

Mail my tax form to: _____

Street Address

City

State

ZIP

Phone number _____

A copy of picture identification such as driver's license or NCard must be submitted along with this request form.

Employee Signature

Date

ALLOW 10 BUSINESS DAYS TO PROCESS YOUR REQUEST.

Tax forms will contain your social security number; therefore, Payroll Services will not email a duplicate tax form. All forms will be mailed via U.S. Postal Service.



Payroll Services
401 Canfield Administration Building South | Lincoln, NE 68588-0436 | 402.472.2010
payroll.unl.edu