

UNIVERSITY of  
NORTHERN COLORADO



*Payroll Office*

## Reissue Request for a Wage and Tax Statement (Form W-2)

**Request for duplicate W-2 should not be submitted before February 14.  
Requests received before that date will not be processed.**

Please reissue a WAGE AND TAX STATEMENT (Form W-2) for the tax year ending \_\_\_\_\_

The Form W-2 is requested for the following reason:

Never Received \_\_\_\_\_

Misplaced or Destroyed \_\_\_\_\_

Other (Explain) \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE ID NUMBER (Bear #) \_\_\_\_\_

CURRENT MAILING ADDRESS: (If you are a current classified, exempt, or faculty employee of UNC and this is a permanent address change, please notify the Human Resources Office)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_

As the Form W-2 is a confidential, legal document, we are **not** permitted to fax a W-2 to the employee.

A replacement will be mailed or ready for pick-up within twenty-four hours of receipt of this request.

Mail to the above address

Pick up

\_\_\_\_\_  
Signature of Employee

### Directions:

Please mail your written request to 501 20<sup>th</sup> St, Campus Box 5, Greeley, CO 80639 or fax to 970-351-2852. E-mails are not sufficient for requesting replacement Form W-2.

Internal Revenue Service regulations require us to reissue replacement Form W-2 for the three preceding tax years only. Form W-2 for previous years can be requested from the IRS at 800-829-1040.

---

### FOR PAYROLL SERVICES USE ONLY:

Date request received \_\_\_\_\_ Duplicate Form W-2 re-mailed \_\_\_\_\_

Processed by \_\_\_\_\_ Duplicate Form W-2 reissued \_\_\_\_\_