REQUEST A COPY OF FORM W-2 OR FORM 1042S

Please use this form to request a replacement for a lost Form W-2 or Form 1042S. Do not use this form to request corrections to these forms. Copies of the forms will be created within 3 business days of receipt of this Request Form by the University Payroll Office.* This form and fee payment may be sent to the University Payroll Office, University of Michigan, 3003 S. State St #G395, Ann Arbor, MI 48109-1279. Forms not requiring fee payment may be faxed to (734) 647-3983.

* W-2 reprint requests for 2016 will not be accepted until February 10, 2017

Requests sent before this date will not be honored.

requests sent object this date will not be in	onorean
NAME: Print Last, First	EMPLID:
Social Security Number:	
Form Requested (check one): Form W-2 Form 1042S	
Calendar Year for which form is requested:	
Fee for copy of Form W-2 or Form 1042S:	
Please make check or money order payable to "University of Michigan". No Cash accepted.	
Correct home address information:	-
• If your original Form W-2 or Form 1042S had an incorrect address, please update your	
home address information in the HRMS M-Pathways database.	
o If you are currently employed at the University of Michigan, address information via the web using Wolverine Access. Go "Faculty & Staff - Employee Self-Service", enter your uniquand select the "Addresses" option.	to Wolverine Access, select e name and kerberos password,
o You may also email corrected home address information to a	address.change@umich.edu (for
employees) or biodemo.update@umich.edu(for students.)	
<u>Distribution of copy of Form W-2 or Form 1042S:</u> (Please check o	ne of the options below.)
I will pick up the copy at University Payroll Office after three b	ousiness days*
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