

## 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 2020 will not be accepted until February 8, 2021**

***Requests sent before this date will not be honored.***

NAME: _____ Print Last, First	EMPLID: _____
Social Security Number: _____	
Form Requested (check one): <input type="checkbox"/> Form W-2 <input type="checkbox"/> Form 1042S	
Calendar Year for which form is requested: _____	

**Fee for copy of Form W-2 or Form 1042S:**

\_\_\_\_\_ \$0.00 \_\_\_\_\_ For Form W-2 or Form 1042S for tax year 2020.

\_\_\_\_\_ \$5.00 \_\_\_\_\_ For each Form W-2 or Forms 1042S for tax years prior to 2020.

Fee payment must accompany this Request Form when sent to the Payroll Office.

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.
  - If you are currently employed at the University of Michigan, please update your home address information via the web using Wolverine Access. Go to [Wolverine Access](#), select “Faculty & Staff - Employee Self-Service”, enter your unique name and kerberos password, and select the “Addresses” option.
  - You may also correct your home address information by going to [sites.google.com/umich.edu/hr-personaldata/home](http://sites.google.com/umich.edu/hr-personaldata/home) (for employees) or [biodemo.update@umich.edu](mailto:biodemo.update@umich.edu) (for students.)

**Distribution of copy of Form W-2 or Form 1042S:** (Please check one of the options below.)

\_\_\_\_\_ Mail copy to: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Electronic signature not accepted**