

Purpose of this Form: To request a replacement Form W-2 or Form 1042-S. *Do not use this form to request corrections to a Form W-2 or Form 1042-S.*

Note: Requests will be processed by Payroll Services within three business days of form receipt. Active university employees can access electronic versions of Form W-2 and/or Form 1042-S from tax year 2015 to current in Workday.

Form W-2 and Form 1042-S replacement requests for the recently completed tax year ending December 31 will not be accepted until February 15 and March 15, respectively.

You may request a Form W-2 and/or Form 1042-S replacement for up to three prior tax years beginning with the most recent tax year completed. Visit the [Internal Revenue Service \(IRS\) website](#) to access a Form W-2 or Form 1042-S issued on your behalf that is older than three years.

Full Legal Name: _____ Andrew ID: _____

Last 4 Digits of Social Security Number: _____ Type of Form Needed: _____

Year(s) Needed (limited to three prior tax years): _____

Distribution:

Mail

Mailing Address*: _____

City: _____ State: _____ Zip Code: _____

**This form does not automatically update the address for active employees in Workday.*

Pick Up* at the HR Service Center, 4516 Henry Street, Pittsburgh, PA 15213

**Available for pick up within three business days of receipt of this request form.*

Reason for Request (i.e., lost, never received, stolen): _____

Signature

Date

Payroll Office Use Only

Date received: _____

Date mailed: _____

Processed by: _____

Submit this form to HR Services at 4516
Henry Street, Pittsburgh, PA 15213 or [hr-
help@andrew.cmu.edu](mailto:hr-help@andrew.cmu.edu).