

## REQUEST FOR COPY OF W2 and/or 1042S

### Overview:

This form is used to request a copy of a previously issued W2 and/or 1042S. It cannot be used to change anything on the original document other than the address.

Reissued documents will only be mailed to the address on the request. They cannot be sent electronically. The process can take between 10 – 14 business days.

### Process:

- 1.) Complete the Reissue form in its entirety.
- 2.) A clear copy of a government issued picture ID is required.
- 3.) Sign and date the form.
- 4.) Submit.

#### CURRENT EMPLOYEES (umd.edu email)

- A case in Service Now must be created to submit the form and ID.  
Go to [Open a Case with Finance](#).

#### FORMER EMPLOYEES

- Email form and ID to [payrollservices@umd.edu](mailto:payrollservices@umd.edu).



## W-2/1042S REISSUE REQUEST FORM

An asterisk (\*) denotes a required field

### Part I: Employee Information

\*Campus                      UMCP    UMES    UMCES    UMSO

\*Affiliation                      Student    Faculty    Staff

\*Current Employee/Student

\*Former Employee/Student

**A copy of a government issued ID is required.**

\*Department Where Last Employed

\*UID    \*Last Four Digits of SSN    \*Date of Birth

\*Employee Legal Name  
Last Name    First Name    M.I.

\*Current Street Address

\*City    \*State    \*Zip Code

If State is "OC," Please Specify

\*Email Address

### Part II: Tax Document Information

\*Tax Document Type    ORIGINAL    CORRECTED  
W-2                      1042S    W-2                      1042S

\*Year(s) To Be Reissued

\*Reason For Reissue                      Lost                      Destroyed                      Never Received                      Other (specify below)

If "Other," Please Specify

### Part III: Authorized Signature

I hereby attest that the above information is correct.

\*Employee Signature

\*Date

### For Payroll Use Only

Verified By

Date

Date Mailed/Requested from CPB