



## University of Utah Tax Services W-2 Reprint Request Form

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

**Form W-2s for years 1999-2017 for current employees are available online now!** You can print your own W-2s at the [Campus Information System](#) website. If you don't remember your password, please contact the University help desk at 581-4000.

If you need Tax Services to print a W-2 copy for you, instead of printing it yourself, requests must be received with a \$12.00 reprint fee for each year for forms from the prior three years. A reprint fee of \$25.00 for each year will be charged for W-2 forms older than three years. **A W-2 reprint request will not be processed until Tax Services has received the payment.** Tax Services can only accept check or money orders for payment. Please make checks payable to the University of Utah. If paying by cash, credit or debit you must visit or call (801) 581-7344 to reach the Cashier's window in the Student Services Building. Turn in the check, money order, or receipt from the Cashier's window as well as the W2 reprint request form to Tax Services (see contact information below.) Your request will be processed in five business days.

**\*\*\* Note - Please contact Tax Services for W2 forms prior year 1999 or for former employees separated from service longer than 18 months ago.**

Employee Name & ID (or SSN): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mailing Instructions:

\_\_\_\_\_ Hold for pick up from the Tax Services Office

\_\_\_\_\_ Mail to the address in my employee record

Employee Signature: \_\_\_\_\_

Tax Services Contact Information:  
201 S. President's Circle Rm. 411  
Salt Lake City, UT 84112-9023  
Fax: (801) 587-9855