

University of Utah Tax Services W-2 Reprint Request Form

Date: _____

Form W-2s for years 2001-2008 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 per W-2 requested for the prior three years. A reprint fee of \$25.00 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 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 W2 reprint request form to Tax Services (see contact information below.) Your request will be processed in five business days.

Employee Name & ID (or SSN): _____

Daytime Phone: _____

Mailing Instructions:

_____ Hold for pick up from the Tax Services Office

_____ Mail to the address below

Employee Signature: _____

Tax Services Contact Information:
201 S. President's Circle Rm. 411
Salt Lake City, UT 84112-9023
Fax: (801) 587-8955