



University of Utah Tax Services W-2 Reprint Request Form

Form W-2s for years 1999-2022 for University employees are available now. 2023 W-2s are available after 1/31/24. Current employees who consented to receive an electronic W-2 can access W-2 forms on the **Campus Information Services (CIS)**. For technical and CIS access support, please contact the University IT Help Desk at (801) 581-4000.

A W-2 reprint request will not be processed until Tax Services has received a completed request: signed and filled out request form, processing fee receipt (or mailed-in check) and a copy of one valid photo ID.

***** NOTE:** Please contact Tax Services for W-2 forms prior to tax year 1999 or deceased employees.
After February 15, you may submit a request for a 2023 W-2 reprint

ATTENTION: Fees for a 2023 W-2 Request will not be charged until after April 15, 2024

ALL FIELDS MUST BE COMPLETED. REQUEST IS PROCESSED WITHIN 5 BUSINESS DAYS.

REQUESTOR INFORMATION

Name: _____			Employee Status: ___ Current ___ Former	
Last		First	Middle	Affiliation: ___ Faculty ___ Staff
			___ Student ___ Other	
University ID (uNID): _____		Last 4 Digits of SSN: _____		
Phone: _____		E-mail address: _____		

W-2 REPRINT INFORMATION

Tax Year(s): _____		Processing Fee per Requested Year: \$12.00 (tax years 2020-2022) \$25.00 (tax years prior to 2020)
		Please make check payable to "University of Utah". Card payments are accepted at (801) 581-7344 or the University Cashier's Window (Student Services Building 165)

DELIVERY OPTIONS - Please check one only.

___ Hold for pick up. Tax Services will notify requestor when reprint is ready.

___ Mail to the Home Address on file.

___ Mail to a different address: _____

Signature: _____ **Date:** _____

Email or Mail completed request to:

Tax Services and Payroll Accounting: 201 S Presidents' Circle Rm 159, Salt Lake City, UT 84112-9023

Email: TaxServices@utah.edu