



University of Utah Tax Services W-2 Reprint Request Form

Form W-2s for years 1999-2020 for University employees are available now. Current employees who consented to receive an electronic W-2 can access W-2 forms on the **Campus Information System (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 2020 W-2 reprint.

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 2018-2020) \$25.00 (tax years until 2017)
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:** _____

Mail or fax completed request to:

Tax Services and Payroll Accounting: 201 S Presidents Circle Rm 411, Salt Lake City, UT 84112-9023

Phone: (801) 585-0382 Fax: (801) 587-9855