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| W-2 forms from 2015 to present are available at [www.MyU.umn.edu](http://www.MyU.umn.edu) under My Pay. If you are unable to retrieve your W-2 in [MyU](http://www.myu.umn.edu/), or if you need a duplicate W-2 for years after 2015, complete this form and either mail, fax, or email it to the OHR Operations Center. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date of Request** | | | | |  | | | | | | | | |  | | | | | |  |  | |  | | | | | | | | | | | | | |
|  | | |  | | | | | | | | |  | | | | | | | |  |  | |  | | | | | | | | | | | | | |
| Address: | | | University of Minnesota  Payroll Operations Center  Donhowe 319 15th Ave B20  Minneapolis, MN 55455 | | | | | | | | | | | | | |  | | FAX:  Email: | | | | | 612-625-2979  ohr@umn.edu | | | | | | | | | | | |  |
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| **Please reissue a WAGE AND TAX STATEMENT Form W-2 for the following employee and tax year.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tax Year(s) Ending | | | | | |  | | |  |  | | | | |  |  | | | | | |  | |  | | | | |  |  | | | | |  |  |
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| Employee Name | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UMN Employee Number | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employee Current Address** | | | | | | | | | |  | |  | | | | | | | |  |  | |  | | | | | | | | | | | | | |
| Street Address | | | |  | | | | | | | | | | | | | | | | Apartment Number | | | | | | | | | | |  | | | | | |
| City | | | |  | | | | | | | | | | State | | | |  | | | | | | | | | | Zip Code | | | | |  | | | |
| **Employee Email Address** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Reason for duplicate request of W-2** | | | | | | | | | | | | |  | | | Never received | | | | | | | | | | | | | | | | |  |  | | | |
|  | | | | | | | | | | | | |  | | | Misplaced or destroyed | | | | | | | | | | | | | | | | |  |  | | | |
|  | | | | | | | | | | | | |  | | | Unable to access duplicate via [MyU.umn.edu](http://www.myu.umn.edu/) | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | |  | | | Other - Explain | | | | | | | | |  | | | | | | | | | | | |
| **Signature of Employee** | | | | | | | |  | | | | | | | | | | | | | | | | | | | **Date** | |  | | | | | | | |
|  | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Mail or Email Form W-2: Please check one.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Email the duplicate Form W-2. I understand that sensitive information is on the form. Forms will be emailed within 2 workdays of receiving the request. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Mail the duplicate Form W-2 to the above address. Forms will be mailed within 7 workdays of receiving the request. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **PAYROLL SERVICES USE ONLY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Request received | | | | | | / / | | | | | Original W-2 Mailed | | | | | | | | | | | | | | | / / | | | | | | | |  | | |
| Processed by: | | | | | |  | | | | | Duplicate W-2 reissued | | | | | | | | | | | | | | | / / | | | | | | | |  | | |
| Pickup or mail | | | | | |  | | | | | Employee notified of pickup availability | | | | | | | | | | | | | | | | | | | | | / / | | | | |