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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 MinnesotaPayroll Operations CenterDonhowe 319 15th Ave B20Minneapolis, MN 55455 |  | FAX:Email: | 612-625-2979ohr@umn.edu |  |
|  |  |
|  |  |  |  |  |  |
| **Please reissue a WAGE AND TAX STATEMENT Form W-2 for the following employee and tax year.**  |
| Tax Year(s) Ending |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 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.  |
|  |  |  |
| **PAYROLL SERVICES USE ONLY**  |
| Request received  |  / / | Original W-2 Mailed |  / / |  |
| Processed by: |  | Duplicate W-2 reissued  |  / / |  |
| Pickup or mail |  | Employee notified of pickup availability |  / / |