

Please check the items you need replacement copies of:

<input type="checkbox"/> W-2	<input type="checkbox"/> 1042-S	<input type="checkbox"/> Pay Advice (Max. 6)
Year(s) <input type="text"/>	Year(s) <input type="text"/>	Pay Period(s) <input type="text"/>

Requests for W-2s and 1042-S are limited to four years prior to the request date. Requests for Pay Advice(s) are limited to three years prior to the request date.

PLEASE TYPE OR PRINT - Illegible forms will not be processed

If you are a former employee and need to update your mailing address please complete the [Address Change Form](#) and return it to hr-records@usf.edu. If you are a nonresident alien and need to update your address, contact [UCO Payroll NRAIC@usf.edu](mailto:UCO_Payroll_NRAIC@usf.edu).

Please reissue the above indicated document(s) to the following employee:

Employee Name

Last 4 digits of Social Security Number Assignment #

Mailing Address

Apartment/Unit Number City State Zip Code

Telephone Email

NOTE: All requests must include a signature for processing. If the employee is unavailable to sign the form, the department can request a reissued statement on their behalf. In that case, please email CHR-PayrollProcessing@usf.edu

Employee Signature

Date

EMAIL COMPLETED FORMS TO: CHR-PayrollProcessing@usf.edu