



CENTRAL HUMAN RESOURCES
 Request for Replacement W-2, 1042-S, or Pay Advice
 Phone (813) 974-7955
 Fax (813) 974-5084
 Email UCO_Payroll_CERTS@usf.edu

Date

Please check the items you need replacement copies of:

W-2	1042-S	Pay Advice (Max. 6)
Year(s)	Year(s)	Pay Period(s)

PLEASE TYPE OR PRINT - Illegible forms will not be processed

This form does not constitute an address change request - if you need to change your address on file with USF, please contact the Human Resources Department. If you are a non resident alien that needs to change their address, please contact UCO_Payroll_CERTS@usf.edu

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

Employee Name

Last 4 digits of Social Security Number

EMPL ID Number

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 indicate who is making the request in the "For USF Department HR & Payroll Representative Use Only" box below.

Employee Signature

MAIL COMPLETED FORMS TO	FAX COMPLETED FORMS TO	EMAIL COMPLETED FORMS TO
University of South Florida Attn: Payroll Department 4202 E Fowler Ave SVC 1039 Tampa, FL 33620	(813) 974-5084	UCO_Payroll_CERTS@usf.edu

FOR USF DEPARTMENT HR & PAYROLL REPRESENTATIVE USE ONLY

DEPARTMENT SUBMITTING REQUEST

DEPARTMENT CONTACT NAME

TELEPHONE NUMBER