

# University of Minnesota Payroll Services

## REQUEST FOR DUPLICATE W-2 FORM

Form W-2 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 at the [MyU](http://MyU) Site or if you need a duplicate W-2 for years prior to 2015, please complete this form and either mail, Fax or email to the OHR Operations Center.

**Date of Request** \_\_\_\_\_

Address: University of Minnesota  
HRMS/Payroll Operations Center  
Donhowe 319 15<sup>th</sup> Ave B20  
Minneapolis, MN 55455

FAX: 612-625-2979  
Email: [ohr@umn.edu](mailto:ohr@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 Phone Numbers**

Work	_____	-	_____	-	_____	Extension	_____
Cell	_____	-	_____	-	_____		
Home	_____	-	_____	-	_____		

**Employee Email Address** \_\_\_\_\_

**Reason duplicate request for Form W-2**

_____	Never received
_____	Misplaced or destroyed
_____	Unable to access duplicate via <a href="http://MyU.umn.edu">MyU.umn.edu</a>
_____	Other - Explain _____

**Signature of Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

### Mail or Collect Form W-2. Please check one.

\_\_\_\_\_ I will collect my duplicate Form W-2 from Payroll Services at the address above.  
Payroll Services will call when the duplicate Form W-2 is available.

\_\_\_\_\_ Mail the duplicate Form W-2 to the above address. Forms will be mailed within two workdays of receipt of 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 pick up availability	_____ / _____ / _____