
Request For Replacement of Tax Forms

To request a replacement copy of your tax form, provide all information below and submit to Payroll Services, French Admin Building Rm 236. *Requests for a replacement 1099-R tax form will be accepted and processed after February 15th and replacement forms for 1042-S will be accepted and processed after April 15th for the previous tax year form.* Replacement tax forms will be mailed or can be picked up at the Payroll Services Department. For security reasons, replacement tax forms will not be faxed or emailed.

Replacement W-2 Tax forms are accessible through Workday and will not be sent from Payroll. Employees and Former Employees can download additional copies as needed. If you need assistance logging into Workday (www.workday.wsu.edu), please contact the Crimson Service Desk (crimsonservicedesk@wsu.edu)

Employee Name: _____ WSU ID Number: _____

Form Requested: 1042-S 1099-R

Tax Year Requested: _____

Reason for Request: Never Received Misplaced or Destroyed Name Incorrect
 Social Security Number Incorrect Other _____

Please indicate below how you would like to receive your replacement tax form:

I will pick it up at the Payroll Services Department, French Admin Building Rm 236.
(Please bring your photo ID when picking up your tax document)

Please mail to my US address on file.
(Ensure your mailing address is updated)

Employee Signature: _____ Date: _____

*** No Electronic Signature Accepted

**This form is considered invalid if it has been altered in any way or any unauthorized additions have been made to it.

*Please allow 1 week for processing. You will receive an email when ready.

For Payroll Office Use Only:

Date Request Received: _____

Mail Date: _____

Processed By: _____

Pickup Date: _____