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## Request For Replacement of Tax Forms

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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 tax form will be accepted and processed after February 15<sup>th</sup>* 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.

**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 in MyWSU)*

**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.

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*For Payroll Office Use Only:*

Date Request Received: \_\_\_\_\_

Mail Date: \_\_\_\_\_

Processed By: \_\_\_\_\_

Pickup Date: \_\_\_\_\_