

Office of Human Resources
Payroll Services
Convent Avenue at 138th Street
New York, NY, 10031
Shepard Hall, Room 92

Tel: (212) 650-7238
Fax: (212) 650-6927

www.ccny.cuny.edu/payroll

Request for Duplicate Tax Form

(i.e. W-2 or 1042-s)

Please Print

Employee Name: _____

Please reissue the tax document _____ for the year _____.

CUNYfirst Empl Id: _____

Current Mailing Address: _____

The duplicate is being requested for the following reason:

Never Received Incorrect SSN or Name Misplaced or Destroyed Other _____

RE-MAIL DISTRIBUTION:

Re-Mail document to above address I will pick-up my document

Email document to _____

Mail my document to the following address: _____

Employee's Signature: _____ Date of Request: _____

If you are requesting your form to be mailed please email a copy of a government issued photo ID with the form to Payrollservices@ccny.cuny.edu. If you are picking-up your form please be prepared to show ID.

Received by: _____ Mailed date: _____

Reissued Statement: _____
