



## Finance

## Payroll

### Request Copy of Form W-2

Please use this form to request a copy of your W-2 form(s). Current University employees have the ability to print their W-2 form from HRMS self-service for the tax years 2009 through the current year. To access your W-2 form from self-service, logon to HRMS, select Main Menu, select Self-Service, select Payroll and Compensation, and select View W2/W-2C Form. Please note: pop-up blocker must be turned off in order for the W-2 form to open.

**Request received by Payroll will be processed within 3 to 5 business days from the Payroll Office's receipt of this form.**

EMPLOYEE INFORMATION		
Last Name:	First Name:	Employee ID:
Date:	Select One: <input type="checkbox"/> Mail W-2 to Address Below <input type="checkbox"/> I will Pick Up From Payroll Office	Contact Phone Number:
Current Mailing Address:		
W-2 INFORMATION REQUESTED		
Tax Year(s) Requested:		
EMPLOYEE ACKNOWLEDGEMENT		
<p>The Payroll Office makes every attempt to print duplicate W-2 forms in a timely manner. I understand that a replacement W-2 will be issued to me within 3 to 5 business days after the Payroll Office receives this request. If I have chosen to pick up the form, the Payroll Office will notify me when it is available for pick up.</p> <p>Employee's Signature: _____ Date: _____</p>		

**Return completed form by mail, fax or email:**

**Mail:** University of Rochester  
Payroll, Box 278893  
Rochester, NY 14627-8893

**Fax:** (585)-427-7188

**Email:** payroll@rochester.edu

Payroll Use Only			
Date Request Received:	Date Processed:	Processed By:	Date Employee Notified or Form Mailed: