



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 can print their 2025 W-2 form from Workday HCM. To access your W-2 form, click on Benefits & Pay Hub Overview> My Tax Documents, then View/Print

Requests 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: <input type="checkbox"/> Please check this box if you would like to permanently change your address in HRMS to this address.		
W-2 INFORMATION REQUESTED		
Tax Year(s) Requested:		
EMPLOYEE ACKNOWLEDGEMENT		
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.		
Employee's Signature: _____		Date: _____

Return completed form by mail, fax or email:

Mail: UR Payroll Office **Fax:** (585)-273-1329 **Email:** payroll@hr.rochester.edu
175 Corporate Woods, Suite 100,
Box 278893
Rochester, NY 14623

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