



UNIVERSITY OF NOTRE DAME

Duplicate Form 1042-S Requests

MAIL TO: University of Notre Dame
Tax Department
724 Grace Hall
Notre Dame, IN 46556
ndtax@nd.edu

Date of Request: \_\_\_\_\_

FAX NO.: (574) 631-3138

PLEASE PRINT

Please reissue a Foreign Person's U.S. Source Income Subject to Withholding (Form 1042-S) for the following student/employee, for the 2023 tax year.

EMPLOYEE/STUDENT NAME: \_\_\_\_\_

NetID: \_\_\_\_\_ SOCIAL SECURITY NUMBER: XXX-XX-\_\_\_\_
(Last four digits only)

I would like to receive duplicate Form 1042-S by (check one):

MAIL checkbox

MAIL

STUDENT/EMPLOYEE CURRENT MAILING ADDRESS:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

ELECTRONIC COPY THROUGH FNIS checkbox

ELECTRONIC COPY THROUGH FNIS (FOREIGN NATIONAL INFORMATION SYSTEM)

Email Address: \_\_\_\_\_

The duplicate Form 1042-S is requested for the following reason:

- Never Received
Misplaced or Destroyed
Social Security Number or Name Incorrect
Mailing Address with HR or Registrar's Office is incorrect
Other (Explain) \_\_\_\_\_

I understand that duplicate Form 1042-S will be processed each Friday beginning March 8th thru the end of tax filing season. To be included on a Friday's printing, the Tax Department must receive the Duplicate 1042-S Request Form by noon Wednesday of that same week.

Signature of 1042 Recipient \_\_\_\_\_

FOR TAX DEPT. USE ONLY:

Date request rec'd:

Processed by:

Original 1042-S remailed:

Duplicate 1042-S reissued:

Copy of 1042-S for E-file Issued: