



UNIVERSITY OF NOTRE DAME

Duplicate Form 1042-S Requests

MAIL TO: University of Notre Dame
Payroll Services
724 Grace Hall
Notre Dame, IN 46556

Date of Request: _____

FAX NO.: (574) 631-3138

PLEASE PRINT

Please reissue a WAGE & TAX STATEMENT (Form 1042-S) for the following employee, for the 2016 tax year.

EMPLOYEE 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

EMPLOYEE CURRENT MAILING ADDRESS:

Street Address: _____

City: _____ State: _____ Zip Code: _____

PICKUP checkbox

PICKUP

PHONE NUMBER: _____

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 February 26th thru the end of tax filing season. To be included on a Friday's printing, Payroll Services must receive the Duplicate 1042-S Request Form by noon Wednesday of that same week.

Signature of 1042 Recipient _____

FOR PAYROLL DEPT. USE ONLY:

Date request rec'd:

Original 1042-S remailed:

Processed by:

Duplicate 1042-S reissued:

Copy of 1042-S for E-file Issued: