



UNIVERSITY OF
SOUTH FLORIDA®

**Request for Replacement
W-2, 1042-S or Pay Advice**
University Controller's Office - Payroll
Phone (813) 974-7955
Fax (813) 974-5084
Email UCO_Payroll_CERTS@usf.edu

Date of Request

Please check the items you need replacement copies of

W-2	1042-S	Pay Advice (Max. 6)
Year(s)	Year(s)	Pay Period(s)

PLEASE TYPE OR PRINT - Illegible forms will not be processed

This form does not constitute an address change request - if you need to change your address on file with USF, please contact the Human Resources Department. If you are a non resident alien that needs to change their address, please contact UCO_Payroll_CERTS@usf.edu

Please reissue the above indicated document(s) to the following employee:

Employee Name

Last 4 digits of Social Security Number

EMPL ID Number

Mailing Address

Apartment/Unit Number

City

State

Zip Code

Telephone

Email

NOTE: All requests must include a signature for processing. If the employee is unavailable to sign the form, the department can request a reissued statement on their behalf. In that case, please indicate who is making the request in the "For USF Department HR & Payroll Representative Use Only" box below.

Employee Signature

MAIL COMPLETED FORMS TO

University of South Florida
Attn: UCO - Payroll Department
4202 E Fowler Ave SVC 1039
Tampa, FL 33620

FAX COMPLETED FORMS TO

(813) 974-5084

EMAIL COMPLETED FORMS TO

UCO_Payroll_CERTS@usf.edu

FOR USF DEPARTMENT HR & PAYROLL REPRESENTATIVE USE ONLY

DEPARTMENT SUBMITTING REQUEST

DEPARTMENT CONTACT NAME

TELEPHONE NUMBER