



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**

<b>W-2</b>	<b>1042-S</b>	<b>Pay Advice (Max. 6)</b>
<b>Year(s)</b>	<b>Year(s)</b>	<b>Pay Period(s)</b>

**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**

**GEMS 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 ALN 147  
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**