



IRS Form 1042-S Request Form (To Be Completed by Employee ONLY)

University ID

Please reissue a Foreign Person's US Source Income Subject to Withholding (Form 1042-S) for the tax year ending 20____

Type or Print

Name: _____

Social Security Number: _____

Current Mailing Address:

Street Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Form 1042-S is requested for the following reason:

Never Received

Misplaced / Destroyed

Social Security Number or Name Incorrect

Other (Explain): _____

Check appropriate box:

Mail to Address listed above

Will pick up Form (Payroll Office will call when ready)

Employee Signature

Date

Note: The Payroll Dept will provide ONE reissued Form 1042-S at no charge. An administrative fee may be charged for additional copies requested. [Please allow up to 30 days for processing.](#)

Mail to:
UNCG Payroll Dept
821 S. Josephine Boyd St
PO Box 26170
Greensboro, NC 27403

OR

Fax to: 336-334-3131 (Attn Payroll Dept)

Payroll Use Only -

Date Request Received: _____

Date Original 1042-S re-mailed: _____

Entered by: _____

Date Duplicate 1042-S reissued: _____