



UNC GREENSBORO

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
840 Neal St Suite 220
PO Box 26170
Greensboro, NC 27403

OR

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

Payroll Use Only -

Date Request Received: _____

Date Original 1042-S re-mailed: _____

Entered by: _____

Date Duplicate 1042-S reissued: _____

