

Duplicate W-2 Request Form

To request a duplicate W-2 submit completed form with receipt of payment to:

University of Arkansas - Human Resources
Payroll Desk
222 Administration Building
Fayetteville, AR 72701
www.uark.edu/hr • 479-575-4851

Duplicate W-2's are \$5.00 per copy. Please make payment at University of Arkansas Cashier's Office in Silas Hunt Hall.

Date of Request: _____
Full Name: _____
SSN or Employee ID: _____
Phone Number: _____
Tax Year Requested: _____

Please check how you would like to receive your duplicate W-2.

Pick-up at Human Resources Payroll Desk: Room 222
Administration Building, University of Arkansas

Have mailed to: _____

Human Resource Office- Only		
Requested By	Fee	Distribution
Phone	\$5	Hold
In Person	\$10	Mail
Mail	\$15	SD
E-mail	\$20	
Fax	No Fee	

Date Distributed: _____

UofA Cashier's Office-Only	
Reference Nbr:	Duplicate W2
Cost Center:	0112-02141-62-0000
Account No.	90460042
Category:	W-2 Fees