

UNIVERSITY OF SOUTHERN CALIFORNIA
University Payroll Services

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REQUEST FOR DUPLICATE TAX FORM

NOTE: Duplicate W-2s for 2004 and later may only be ordered via internet or telephone at www.w2express.com. Please see the FAQ section (Year End Tax Forms) on our web site at www.usc.edu/payroll for all pertinent information.

Duplicate 1042-S forms for 2005 or 2006 may only be ordered through Payroll using this form or by sending an e-mail to payroll@usc.edu.

Year(s) 2005 (1042-S only) 2004 (1042-S only) 2003 Earlier _____

Name: _____ ID Number: _____

This duplicate is requested for the following reason:

_____ Never Received _____ Misplaced or destroyed

<p>Routing Instructions (check one):</p> <p>___ Mail to: _____ _____</p> <p>___ Send via Department _____</p> <p>___ Pick up (with Photo I.D.): _____ Employee Signature <i>when form picked up</i></p>
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University Payroll Services is pleased to provide your first duplicate 1042-S Form for 2005 at no charge. Additional 1042-S forms for 2005, or 2004, and any duplicate W-2 or 1042-S Forms for 2003 or earlier, will be provided at the fee of \$5.00 per duplicate (check or money order only) due at time of request.

Employee Signature: _____ Date: _____

University Payroll Services Use Only			
Processed By: _____	Date: _____	Distributed By: _____	Date: _____
Fee Method (circle one):		Check	Money order