

AMERICAN UNIVERSITY PAYROLL ACTION REQUEST 2016 W-2/1042S WAGE & TAX FORMS

(IRS Form 1098 contact Student Accounts – x3541)

(IRS Form 1099 contact Accounts Payable – x2840)

EMPLOYEE INFORMATION

AU ID: _____ Date: _____

First Name: _____ MI: _____ Last Name: _____

Birth Date: _____ SSN: _____ I am paid on a: Monthly Biweekly basis

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Requested by Phone Call Written Email Walk-in
(please check one)

INQUIRY DETAILS

W-2 1042s Reprint of Year(s) Incorrect SSN Incorrect Totals Other

Please explain details of the inquiry below:

IF REPLACEMENT IS NEEDED, SPECIFY METHOD OF FORM DELIVERY

- Pick up at Human Resources front desk.
- Follow-up phone call request
- Mail to the following address:

Street: _____

City: _____ State: _____ Zip: _____

FOR HR PURPOSES ONLY

Action Taken: _____

Resolved by: _____ Date: _____

Payroll Use Only

RECORD NUMBER: _____