

# American University W-2/1042-S Payroll Action Request Form

For Forms W-2 and 1042-S only. Submit requests to W-2@american.edu.

For IRS Form 1098 contact Student Accounts – x3541

For 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 \_\_\_\_\_  
(please check one)  Phone Call  Written  Email  Walk-in

## Inquiry Details

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

Please explain details of the inquiry below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## If a replacement form is requested, please select a delivery method

Pick up at Human Resources front desk.  
 Email\* to the following address: \_\_\_\_\_

Mail to the following address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

By signing below, you hereby authorize American University to distribute your W-2 by the method selected on this form.

Signature

Date

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## Internal Use Only

Action Taken: \_\_\_\_\_

Resolved by: \_\_\_\_\_ Date: \_\_\_\_\_