



## W-2 REISSUE REQUEST FORM

*Active Employees - Please access your latest and/or past years' W-2s through <https://insidetrack.oci.yu.edu> Employee Self Service.*

*Former Employees - Please complete this form and email to [payrollservices@yu.edu](mailto:payrollservices@yu.edu). W-2 reissues are mailed directly to you (no third party). They cannot be faxed or emailed. Reissues will be processed within 5 business days after receipt of request. Reissues for the past calendar year will be processed only after February 15. If you have moved, please provide supporting documentation (e.g., driver's license, utility bill) to confirm your new address.*

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NAME (*print*) \_\_\_\_\_

Banner ID \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

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W-2 Reissue Year \_\_\_\_\_

Reason for Reissue

Lost      Never Received      Other (*specify*) \_\_\_\_\_

Current Address \*\*\*P