



Office of Financial Affairs  
Office of Financial Business Services  
**REQUEST FOR REPRINT OF W-2 OR  
1099-MISC FORM**

**REQUEST FOR REPRINT OF W-2 OR 1099-MISC**

Reprints are processed every Friday and are either mailed to your home address or held for pickup at 20 Park Plaza. If you check the "Hold for Pickup" option, you may come anytime between noon and 5 PM on the Friday of the week you request a reprint providing we receive your request by 5 PM Wednesday. If you have any questions or concerns, please contact our Administrator at 617-824-8032.

<b>Name:</b>	
<b>Emerson ID Number:</b>	
<b>Last 4 Digits of SSN:</b>	
<b>Tax Year:</b>	
<b>Email (Optional for Confirmation):</b>	
<b>Phone number to call if we have a question:</b>	

<b>Reprint Type:</b>	<b>W-2</b>	<b>1099-MISC</b>
----------------------	------------	------------------

<b>Distribution:</b>	<b>Hold for Pickup</b>	<b>Mail to Address Below</b>
----------------------	------------------------	------------------------------

<b>Street Address:</b>			
<b>Address Line 2:</b>			
<b>City:</b>		<b>State/Province/Region:</b>	
<b>Postal/Zip Code:</b>		<b>Country:</b>	

**REQUESTOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Note: If the button does not open your mail client, feel free to save the file with an original name and attach to an email to payroll@emerson.edu.