

If you did not receive your Form 1042-S or if you have lost it, you may request a duplicate be printed at no charge. It can take up to two (2) weeks to process this request. Duplicate forms can be mailed to the address you provide below, or picked up in the Foreign National Tax office. We are unable to fax or send them electronically due to confidentiality issues.

Requests for the prior year's Form 1042-S will not be accepted before March 16th.

I am requesting a duplicate 1042-S form for the tax year(s) \_\_\_\_\_

Please enter your name as it appears on your Social Security card

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Employee/Student ID # \_\_\_\_\_ Last four digits of your Social Security # \_\_\_\_\_

Reason for requesting duplicate 1042-S (required) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choose/Complete One:

Mail my form Mailing Address \_\_\_\_\_  
\_\_\_\_\_

I will pick up my 1042-S; please e-mail me when it is ready Email \_\_\_\_\_

I will pick up my 1042-S; please call me when it is ready Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed form to University Payroll

Mailing Address:  
Campus Box 7233  
Raleigh, NC 27695-7233

Physical Address:  
Administrative Services - Bldg II  
2711 Sullivan Dr., Suite 110

Fax# 919-513-3335