

INSTRUCTIONS:

To obtain a copy of your W-2 or 1042-S, please complete, sign and submit this form to w2reprints@northwestern.edu. All information listed on this document is required.

Date of Request:	Tax Year:	Tax Form Requested:
		W-2 1042-S

STATUS:

<p>Current Employee / Student (Please obtain the W-2 tax form in myHR)</p> <p>Former Employee / Student (A scanned copy of photo ID must be provided with this request form)</p>
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CONTACT INFORMATION

Legal Name	Last:	First:	Middle:	Employee/Student ID Number:
	Phone:	Email:		Last Four Digits of your SSN/ITIN : XXX-XX-

Department Name:	Supervisor Name:	Primary Function:
		Faculty Staff Student
Last known home address on file with the Office of Human Resources:		

DELIVERY METHOD:

Pick up from Evanston Campus Payroll Office 720 University Place Evanston, IL 60208				Pick up from Chicago Campus Payroll Office 710 N Lake Shore Drive Abbott Hall, Room 850 Chicago, IL 60611			
Mail duplicate tax form to:	Street Address	Apt or Ste #	City	State	ZIP/Postal Code	Country	
Is the information listed above a new home address?			Yes	No			

SIGNATURE:

_____	_____
Name	Date

Type of Request: New Hire Rehire Address Change Name Change

PERSONAL INFORMATION

Legal Name Last: First: Middle:			Northwestern ID Number: <i>(if available)</i>
Former Legal Name: <i>(if requesting a Name Change; a copy of your Social Security Card showing your updated Legal Name must be attached)</i>			
Birthdate: <i>(MM/DD/YYYY)</i>	I identify my gender as: <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	National Provider Identifier/NPI: <i>(Feinberg faculty physicians only)</i>
Country of Citizenship:	Visa/Residency: <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> H1 <input type="checkbox"/> Other <input type="checkbox"/> U.S. Permanent Resident <i>(not a U.S. citizen)</i>	Last Four Digits of your SSN/ITIN: XXX-XX-	
In which state will you be performing work for Northwestern?		Are you interested in contributing to the Northwestern University Voluntary Savings Plan, a 403b pre-tax retirement savings plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: New hires must complete Form I-9 online (northwestern.i9servicecenter.com) by the end of their first day of work and provide required documentation to be employed and paid. If you are not a U.S. citizen or permanent resident, contact payroll@northwestern.edu to complete information in the Foreign National Information System (FNIS).

CONTACT INFORMATION **Note:** Your Form W-2 is sent to your Local Home Address; update your contact information anytime at www.northwestern.edu/myhr.

Local Home Address		Secondary Mailing Address	
Is this address part of on-campus student housing? <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>(optional; please enter if your Local Home Address is unknown)</i>	
Number & Street:	Apt #:	Number & Street:	Apt #:
City:	State:	City:	State:
ZIP/Postal Code:	Country:	ZIP/Postal Code:	Country:
Work Phone Number <i>(indicate main office/department number if you do not know your direct extension):</i>			
Primary Home/Cell Phone Number:		Secondary Home/Cell Number: <i>(optional)</i>	
Personal Email Address: <i>(optional)</i>			

DEMOGRAPHIC DATA

Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is your race? <i>(select one or more)</i> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
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Non-Discrimination Policies: Northwestern University is committed to providing an environment free of discrimination, harassment, and retaliation. Please visit the following websites to learn more about Northwestern’s non-discrimination policies and complaint processes: www.northwestern.edu/hr/equolopp-access and www.northwestern.edu/sexual-harassment.

SIGNATURE

Signature:	Date:
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