



# UNIVERSITY OF ARKANSAS

1001 E Sain St. • Fayetteville Arkansas 72703  
Financial Affairs | Payroll Services

## Duplicate W-2 Request

**Full Name:** \_\_\_\_\_

**Workday ID:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, and Zip:** \_\_\_\_\_

**Tax Year(s) Needed:** \_\_\_\_\_

\*\*\*Note: Requests for current tax year will be processed after February 15.

### Please select one of the following pick up options:

Mail my Duplicate W-2 to the address provided above.

Pick up from Payroll Services at Uptown West, 1001 E Sain St, Fayetteville, AR 72703. *A photo ID must be presented at the time of pick up.*

Please update my mailing address in Workday.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email completed Duplicate W-2 request to [payroll@uark.edu](mailto:payroll@uark.edu). Please allow 2 – 3 business days for processing.