



## Form W-2 (Wage and Tax Statement) Reissue Request

**Current Employees:** You may access your W-2 through the employee portal ([my.cu.edu](https://my.cu.edu)).

**Former Employees:** You may access your W-2 from 2017 forward in the ADP portal.

Please call Employee Services at **303-860-4200, option 2** for instructions. In the event your W-2 is not in the ADP portal, please call or email Employee Services ([hcm\\_community@cu.edu](mailto:hcm_community@cu.edu)) for reissue steps.

**If your W-2 is not in the Employee or the ADP Portal,** please complete, sign and print the form below.

Then, fax (303-860-4299) or mail it to Employee Services (1800 Grant Street, Suite 400 | Denver, CO 80203).

**Do not email this form.**

Name (First, Last)

Social Security Number:  Employee ID  ☐ Check if you are a non-resident alien

### For the following tax year(s)

Employee Services reissues Form W-2s from the preceding three tax years only.

Year(s)

### Receiving your W-2 (select one option)

☐ Reissue my W-2 to the following **email address**:

If you select this option, paper documents **will not** be mailed to you.

Email:

Documents will be reissued via encrypted email. Forms W-2 is a confidential legal document. Employee Services cannot email your documents to a third party. W-2 cannot be reissued by fax.

☐ Reissue my W-2 to the following **Address**:

Mailing address applies to this reissued form only.\*\* If you select this option, paper documents **will not** be emailed to you.

Address Line 1:

Address Line 2:

City:

State/Province/Region:

ZIP/Postal Code:

Country:

**Signature (required)** If you opened this form in Adobe Acrobat X Pro, you must use your CU-issued email address for your digital signature.

Employee Signature

Date

\* Internal Revenue Service regulations require employers to reissue replacement Form W-2 for three (3) preceding tax years only. W-2 from previous years may be requested from the IRS at 800-820-1040 or 303-820-3940, or by submitting Form 4506-T, Request for Transcript of Tax Return to the IRS (**do not** submit Form 4506-T to Employee Services).

\*\* Please submit address changes through the employee portal ([my.cu.edu](https://my.cu.edu)).