

## **Request replacement tax forms today** <sup>[1]</sup>

March 1, 2014 by [\(not verified\)](#) <sup>[2]</sup>

Employees should expect wait times of five business days or more when they request replacements for their W-2 forms and international income withholding tax forms (1042-S forms).

Encourage your staff members to make these requests as soon as possible to ensure they receive their forms by April 15. All requests are processed on a first-come, first-served basis.

The Employee Services team has received hundreds of replacement requests due in part to CU's decision to remove downloadable W-2s from the employee portal to protect personal information from phishing attacks. Employees can receive reissued forms by selecting the following options on their request forms:

1. Mail the W-2 to the employee's address, as indicated on the form.
2. Send the W-2 in encrypted format to the employee's email address, as indicated on the form.
3. Allow the employee to pick up the W-2 from the Employee Services front desk. Employees must show their photo IDs on site.

[forms](#) <sup>[3]</sup>, [payroll](#) <sup>[4]</sup>

### **Display Title:**

Request replacement tax forms today

---

**Source URL:** <https://www.cu.edu/blog/hcm-community/request-replacement-tax-forms-today>

### **Links**

[1] <https://www.cu.edu/blog/hcm-community/request-replacement-tax-forms-today>

[2] <https://www.cu.edu/blog/hcm-community/author/0>

[3] <https://www.cu.edu/blog/hcm-community/tag/forms>

[4] <https://www.cu.edu/blog/hcm-community/tag/payroll>