

# AMERICAN UNIVERSITY PAYROLL ACTION REQUEST 2008 W-2/1042S WAGE & TAX FORMS

(IRS Form 1098 contact Student Accounts – x3541)

(IRS Form 1099 contact Accounts Payable – x2840)

## EMPLOYEE INFORMATION

AU ID: \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_ I am paid on a:  Monthly  Biweekly basis

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested by \_\_\_\_\_  
(please check one)  Phone Call  Written  Email  Walk-in

## INQUIRY DETAILS

W-2  1042s  Reprint of Year(s)  Incorrect SSN  Incorrect Totals  Other

Please explain details of the inquiry below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IF REPLACEMENT IS NEEDED, SPECIFY METHOD OF FORM DELIVERY

- Pick up at Human Resources front desk.
- Follow-up phone call request
- Mail to the following address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## FOR HR PURPOSES ONLY

Action Taken: \_\_\_\_\_

Resolved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Payroll Use Only**

RECORD NUMBER: \_\_\_\_\_