

**Brandeis University  
Controllers Office  
Payroll Department**

Request for Duplicate 1042-S Form

Payroll fax number 781-736-4481

Please note that requests received by each Wednesday at noon will be ready for pick up or mailing by Friday after 2:00 PM. Please print clearly.

To Payroll Department

Date \_\_\_\_\_

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

SPECIFY TAX YEAR: 200\_\_

DISPOSITION: Hold for pickup  Mail to address below

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If faxing this request, for your privacy and protection, please attach a photocopy of a valid picture ID to this request.

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For Payroll Office Use Only

Date Request Received: \_\_\_\_\_

Date of 1042-S Preparation: \_\_\_\_\_

Date of pick up or mailing : \_\_\_\_\_

Initials: \_\_\_\_\_