



Request for IRS Form

EMPLOYEE / STUDENT NAME: _____

SOCIAL SECURITY NUMBER: _____

CURRENT MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

REQUESTED FORM: (select all that apply)

- 1099-MISC 1099-NEC 1098-T 1042-S

THIS FORM IS BEING REQUESTED FOR THE FOLLOWING REASON:

- I never received the original form.
My original form was misplaced or destroyed.
My social security number and/or my name was incorrect.
Other (please explain) _____

I officially request for the above form to be reissued for the tax year ending _____. Please send the form to me by the following selected delivery method:

- I will pick up the form from the Business Office once I am notified that the form is ready.
Mail my form to the address provided above.
Email my form to the following email address: _____
Fax my form to the following fax number: _____

SIGNATURE

DATE

NOTICE: All requests for duplicate forms must be in writing.
The employee/student must sign all requests.

FOR OFFICE USE ONLY

Date Request Received: _____ Date form was sent: _____

Processed by: _____ Date form was picked up: _____