



Duplicate W-2 Request

Full Name: _____

Workday ID: _____

Date of Birth: _____

Phone Number: _____

Email: _____

Mailing Address: _____

City, State, and Zip: _____

Tax Year(s) Needed: _____

***Note: Requests for current tax year will be processed after February 15.

Please select one of the following pick up options:

Mail my Duplicate W-2 to the address provided above.

Pick up from Payroll Services at Uptown West, 1001 E Sain St, Fayetteville, AR 72703. *A photo ID must be presented at the time of pick up.*

Please update my mailing address in Workday.

Signature: _____

Date: _____

Please email completed Duplicate W-2 request to UAFW2@uark.edu.

Please allow 2 – 3 business days for processing.