



Payroll Services

W-2 REISSUE REQUEST FORM

Active Employees - Please access your latest and/or past years' W-2s through <https://insidetrack.oci.yu.edu> Employee Self Service.

Former Employees - Please complete this form and email to payrollservices@yu.edu. W-2 reissues are mailed directly to you (no third party). They cannot be faxed or emailed. Reissues will be processed within 5 business days after receipt of request. Reissues for the past calendar year will be processed only after February 15. If you have moved, please provide supporting documentation (e.g., driver's license, utility bill) to confirm your new address.

NAME (print) _____

Banner ID _____ Phone _____

Email _____

W-2 Reissue Year _____

Reason for Reissue

Lost Never Received Other (specify) _____

Current Address ***P