

EMPLOYEE INFORMATION REQUEST

SOUTHERN ILLINOIS UNIVERSITY

I am paid: Bi-Weekly (Student) Bi-Weekly (Civil Service) Semi-Monthly Monthly

I **request** and **authorize** Human Resources to supply the following information:

Duplicate W-2 * For Tax Year
 2024 2023 2022

Was the original Mailing address correct? Yes No - complete [Change of Address](#) form and attach.

* There is a \$25.00 charge per duplicate W-2 processing fee which must be paid in advance. The information will be delivered according to the method chosen below.

Duplicate 1095C For Tax Year
 2024 2023 2022

Was the original Mailing address correct? Yes No - complete [Change of Address](#) form and attach.

Information delivered as: (**choose only one**)

(NOTE: All requests may take 10 business days once this form/payment is received, whichever is applicable)

I will pick up in person.

I authorize the use of SIUC E-mail attachments _____
(email address)

I authorize the use of US Mail: Address: _____

City: _____ State: _____ Zip Code: _____

Statement(s) of Earnings (Paycheck Stub) *

Pay Period(s): _____

* There is a \$5.00 charge per earnings statement processing fee which must be paid in advance. Information will be mailed to the employee's campus address.

Payment methods accepted are cash, money order or certified check.

Due to the confidentiality of the material *requested/authorized*, I hereby release SIUC, SIUC employees, and agents from any liability or damage which may result from furnishing the information requested through the *delivery* option chosen above.

Employee Name (printed or typed)

Employee Signature

Date

*AIS / Emp # **or** Last 4 of SSN Phone Number

*Employees can find AIS # on SIU ID Card or Deposit Advice.
Student Employees can find AIS # on Salukinet.

Submit to: Southern Illinois University
Human Resources
Woody Hall - MC 6520
Carbondale, IL 62901-6520
Fax: 618.453.3453