

Southern Illinois University Carbondale
Payroll Office – 108 Miles Hall
1255 Douglas Drive
Carbondale, IL 62901-6820
618.453.3391
Fax 618.453.3453

I am Paid ___ BW Student
___ BW Civil Service
___ SM Civil Service
___ Monthly

SIUC Employee Information Request

(Revised Dec 2005)

I **request** and **authorize** the SIUC Payroll Office to supply the following information:

- Duplicate W-2
Tax year(s) requested _____
Was original Mailing address correct? Yes ___ No ___ (never received W2)
- Employment Verification
Time Period _____
- Other Information
Type _____

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

- I will pick up on: _____
(date and time)
- I authorize _____ to pick up on my behalf on: _____
(person with picture ID) (date and time)
- I authorize the use of SIUC Campus Mail _____
(department name and mailcode)
- I authorize the use of SIUC E-mail attachments (NOT for W2s) _____
(email address)
- I authorize the use of SIUC FAX _____
(FAX number)
- I authorize the use of US Mail:
Name _____
Addr 1 _____
Addr 2 _____
City _____
State _____ Zip _____ - _____

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)

Social Security Number AIS Employee Number Phone Number