

## Payroll Services Tax Documents for Annual Filing

### W-2 Forms (beginning with tax year 2009)

W-2s are now available electronically via Employee-Self-Service. To receive your W-2 electronically, consent must be given.

To consent:

1. Log into myUCF Portal ([www.my.ucf.edu](http://www.my.ucf.edu))
2. Click on Employee Self Service
3. Click on Payroll and Compensation
4. Click on W-2/W-2c Consent
5. Check the box to “indicate your consent”
6. Verify your User ID and re-enter password
7. Click on the OK button.

If employee chooses not to consent, the employee will receive a paper copy of the form W-2.

### W-2 Forms (tax year 2004 through 2008)

If an employee needs a duplicate W-2, one of two options should be taken:

1. Log into myUCF Portal ([www.my.ucf.edu](http://www.my.ucf.edu))
2. Click on Employee Self Service
3. Click on Payroll and Compensation
4. Click on W-2 Reissue Request
5. Follow the instructions for Multi-Factor Authentication (DUO PUSH)  
More information can be found here: [Getting Started with Multi-Factor Authentication](#)
6. Follow instructions for an authentication method
7. Select year from drop-down menu
8. Select where it should be delivered (Home or Mailing address)
9. Click Submit

OR

1. E-mail Payroll Services at [payroll@ucf.edu](mailto:payroll@ucf.edu)
2. Include full legal name
3. Include EMPID
4. Include Current Mailing Address
5. Include Telephone Number
6. Indicate preference to either pick up the W-2 or have it mailed

Duplicate W-2 requests are not honored until after February 15<sup>th</sup> and are processed within 5-10 business days.

### W-2 Forms (tax year 2003 and prior)

The Bureau of State Payrolls (BOSP) in Tallahassee, Florida processed payroll for the University of Central Florida in 2003 and prior years. Therefore, they generated the W-2 forms for those years.

If an employee needs a duplicate W-2 for tax year 2003 or prior, the following steps should be taken:

1. E-mail [bospemployeerecords@myfloridacfo.com](mailto:bospemployeerecords@myfloridacfo.com)
2. Include full legal name
3. Include last four digits of Social Security Number
4. Include Current Mailing Address
5. Include Telephone Number

### **1042-S Forms for Non-Resident Alien Employees Only (tax year 2004 through present)**

Original 1042-S forms were sent to the last mailing address that an employee had on file in Employee Self-Service. These forms are mailed by Human Resources Payroll Services and must be postmarked by March 15<sup>th</sup>.

Any 1042-S forms in a “returned to sender” status by the US Postal Service were forwarded back to Human Resources Payroll Services. Payroll Services attempts to locate an updated address for mailing.

If an employee needs a duplicate 1042-S Form, the following steps should be taken:

1. E-mail Payroll Services at [payroll@ucf.edu](mailto:payroll@ucf.edu)
2. Include full legal name
3. Include EMPID
4. Include Current Mailing Address
5. Include Telephone Number
6. Indicate preference to either pick up the 1042-S or have it mailed

Duplicate 1042-S requests are not honored until after March 31<sup>st</sup> and are processed within 5-10 business days.