

# Your 2009 W-2 is on the Way!

Your 2009 W-2 has been mailed to your most current mailing address (typically your home address) on file with Human Resources.

## Have A Question?

The Human Resources W-2 HelpLine is available again this year to assist you with questions or problems.

# W-2 HelpLine 322-3100

## Didn't Receive Your W-2?

Please allow the US Postal Service until February 1<sup>st</sup> to deliver your W-2 before requesting a replacement. Replacement of a lost or damaged W-2 may be coordinated through the W-2 Hotline.

Please complete a **W2 Replacement Request** form which is available:

- ★ By printing the form from the Forms & Documents area of the Human Resources website ([hr.vanderbilt.edu](http://hr.vanderbilt.edu)).
- ★ At the HR Processing Office (975 Baker Building), the Medical Center Payroll Office (Medical Center North) or HR Express (2525 West End).
- ★ By calling the W-2 HelpLine

The completed form may be faxed, mailed, or delivered to the Human Resources Processing Office. **Our fax number is 343-0219.**

### Special Notes

To ensure confidentiality, HR does not fax W-2 copies. The replacement may be picked up in person at the HR Processing Office (975 Baker Building) with a picture ID, or mailed to the address printed on the W-2.

Per IRS requirements, 403b amounts shown in Box 12 include only VOLUNTARY contributions to the plan and DO NOT include MANDATORY contributions to 403b.

Form 1042S for international faculty, staff and students will be mailed no later than February 28, 2010.

Please post this important information in a conspicuous location in your department, or provide copies to your staff!