



**Brigham Young University – Hawaii Campus  
(For Resident Alien Only)**

**Request for Duplicate 1042-S Tax Documents**

BYU-Hawaii is required by the Internal Revenue Service to file 1042-S forms by March 15<sup>th</sup> and to send a copy to each income recipient. You should have had a copy of your 1042-S and an accompanying exemption letter sent to you by March 15th. If you did not receive these forms or you need to request duplicates, you may submit this request **after March 20<sup>th</sup>**. U.S. citizens are not eligible to receive form 1042-S.

**Instructions**

- 1. Completely answer all of the questions on this form.
- 2. Send this form to Financial Services, Attn: Wendy Vaka, to the address listed below.  
*Your duplicate forms will be processed within 1 to 3 business days upon receipt of this request.*

**Information**

\_\_\_\_\_  
NAME (First, Last) \_\_\_\_\_  
BYU-Hawaii I.D. #

- 1. *I am requesting the following duplicate documents. (Check all that apply)*  
1042-S Form for the following tax year(s) \_\_\_\_\_  
1042-S Exemption Letter for the following tax year(s) \_\_\_\_\_
- 2. *Please tell us why you are requesting duplicate documents to be created. (Choose one)*  
I did not receive my 1042-S documents.  
I received my 1042-S documents, but I have misplaced or lost them.  
Other \_\_\_\_\_

- 3. *When the documents are printed please deliver them to me by the following method. (Choose one)*  
Email me at \_\_\_\_\_, and I will pick them up at the Financial Service office.  
Your Email Address  
Call me at \_\_\_\_\_ and I will pick them up at the Financial Services office.  
Send the duplicate forms to the following address.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature and Date**

\_\_\_\_\_  
Your Signature \_\_\_\_\_  
Date

**Inquiries**

If you have any questions regarding this form or the status of your request, please contact Wendy Vaka at the phone number listed below or by emailing her at [vakaw@byuh.edu](mailto:vakaw@byuh.edu).