



## 1042-S Duplicate Request Form (Internationals Only)

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact [tax@tamuk.edu](mailto:tax@tamuk.edu) or call (361) 593-2520.

**INSTRUCTIONS:** This form is used by employees and students to request a duplicate 1042-S Form. Please type or print in the fields below. Your request will be processed within 10 days of receiving this form. **Present your picture ID card to pick up your forms in person.** Call (361) 593-2520 for assistance.

Delivery options:

1.  **Pick up** – Business Services, College Hall, Room 102  
Student ID required to pick-up forms in person.
2.  **U.S. Mail** – Your duplicate 1042-S will be mailed to the address you provide below.
3.  **Image Scan via Email** – Request will only be sent to the student’s official Texas A&M University - Kingsville address. **CAUTION: Email is not a secure method of delivery. You must initial here for consent \_\_\_\_\_**

Today's Date	Tax Year Requested
Student UIN	Name
Mailing address	
Email Address	Telephone

\_\_\_\_\_  
Student Signature Required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name Required

<p><b>MAIL FORM TO:</b> Texas A&amp;M University - Kingsville Financial Reporting &amp; Accounting 700 University Blvd, MSC 104 Kingsville, TX 78363</p>	<p><b>DROP OFF FORM TO:</b> Business Services College Hall Room 102</p>	<p><b>FAX FORM TO:</b> Fax (361) 593-4165</p> <p><b>EMAIL FORM TO:</b> <a href="mailto:tax@tamuk.edu">tax@tamuk.edu</a></p>	<p><b>NEED HELP?</b> Financial Reporting &amp; Accounting Phone (361)593-2520 <a href="mailto:tax@tamuk.edu">tax@tamuk.edu</a></p>
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