To: RC Administrators  
Department Administrators

From: Payroll Department

Date: January 17, 2018

Subject: Form W-2 and Form 1042-S Information

Forms W-2 will be mailed by January 31st to the address we have in the Payroll system. Please allow 2 weeks for delivery.

Forms 1042-S for non-resident individuals will be mailed by March 15th. If you need additional information on Form W-2 and Form 1042-S, please visit our website at www.payroll.pitt.edu.

We will begin accepting requests for duplicate Forms W-2 on February 12th. For duplicate forms or questions, please submit an inquiry through our website at http://payroll.pitt.edu/contact/. Our dedicated payroll representatives will research the inquiry and respond within two business days.

Employees often have questions on year-end forms that are not distributed by the Payroll department. We have provided contact information below that may be helpful:

- **Form 1095-C** inquiries should be directed to https://pre.hr.pitt.edu/frequently-asked-questions#Benefits.
  - For additional information on Form 1095-C, visit www.irs.gov or www.healthcare.gov. All other inquiries can be directed to the Benefits Department at hr-benque@pitt.edu.

- **Form 1099** inquiries should be directed to Payment Processing http://www.cfo.pitt.edu/pexpress/.

- **Form 1098-T (Tuition Payment Statement)** UPDATE>>> To view your 1098-T, log into PittPAY from http://payments.pitt.edu/, then click ‘View Your 1098-T” or contact the University’s 1098-T processor, Heartland ECSI, at 866-428-1098 or https://heartland.ecsi.net/index.main.html#/contactus.

Please feel free to distribute this information to your employees.

If you have any questions, please contact your payroll representative. They will be more than happy to assist you.

Thank you,

The Payroll Department