

About the IRS Wage and Income Transcript

In some cases the student (or a parent or spouse) may need to submit copies of all 2016 W2 forms and/or 1099 forms. Even if you did not earn enough to file a tax return, a W2 or 1099 form should have been issued by your employer. If you never received or did not keep the forms in your records, then you should first contact the employer to have them re-issued. If you are unable to obtain documents from the employer, then you may order a Wage and Income statement from the IRS (for free) using one of the following methods.

Order [Online at the IRS Web Page](#)

- You will be able to view, print, or download the 2016 Wage and Income Transcript.
- You will need to be able to register with the IRS to use the IRS “Get Transcript ONLINE” service.
 - Please see the “What You Need” section under the “Get Transcript ONLINE” button.
 - (Please note that a Wage and Income Transcript is NOT available using the “Get Transcript by MAIL” service or by phone.)

Order Using [IRS Form 4506-T](#)

- Friendly Reminder: IRS Form 4506-T should be *submitted directly to the IRS*.
- On the 4506-T form, check the box for #8: “Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.”
- For the period requested, make sure you use the end date for 2016: 12/31/2016.
- Have the transcript sent directly to you, and then submit it to our office.
 - Please DO NOT use section 5 to request the IRS to send the letter to Goucher College.
 - This will help insure that the document will be matched to the student’s financial aid records.
- It will take approximately 5-10 days for you to receive the transcript in the mail.

Submit Your Documents

Preferred: Scan as a PDF (150dpi minimum) and attach to an e-mail sent to finaid@goucher.edu. We normally confirm receipt of documents sent by e-mail in 2-3 business days. (You may also get an automated e-mail when you first submit.)

You may also fax to 410-337-6504. Please include the student’s name and Goucher ID number on a cover sheet or the top of the first page.

If you send by regular mail (see address at top of form), then please keep copies in your records as a backup.

Confirmation is not normally sent when you submit by fax or regular mail, so students should log in to Net Partner (<http://www.goucher.edu/netpartner>) 2 business days after faxing or 1 week after mailing, and check the Documents tab to confirm receipt.