

About the IRS Wage and Income Transcript

In some cases the student (or a parent or spouse) may need to submit copies of all W2 forms and/or 1099 forms. In most cases it will be for the 2017 year. 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. They are required by law to re-issue W2 forms as needed. If you are unable to obtain documents from the employer for some very unusual reason (no longer in business, etc.), then you may order a Wage and Income statement from the IRS using one of the following methods.

Most parents should be able to get the transcript online, however most first year students do not have what is needed to get a transcript online and will probably need to use form 4506-T.

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

- You will be able to view, print, or download the 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 2017: 12/31/2017.
 - 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.
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