

## About the IRS Wage and Income Transcript

In some cases an individual may need to submit copies of all W2 forms and/or 1099 forms. In most cases it will be for the 2023 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 were paid as an employee. 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 Transcript 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.**

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## 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 in the “Request Online” box.
    - Please note that a Wage and Income Transcript is NOT available using the “Get Transcript by Mail” service or by phone.
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## 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 2023: 12/31/2023.
  - **Please make sure you check the “Signatory attests” box and sign the form.**
  - It will take approximately 10 business days for you to receive the transcript in the mail.
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