

Requesting a W-2/Wage & Income Transcript

If you earned income in 2021 and will not file and you do not have copies of your W-2(s), you may request a Wage and Income Transcript from the IRS.

1. Telephone Request

- Call 1-800-829-3676 and request a “W-2 Transcript”.
- Choose language preference
- Select option 3 for “other tax information”
- Select option 1 for “personal and individual tax questions”
- You will then be connected with an IRS employee to request a “W-2 Transcript”
- You will then be transferred to the appropriate department to process your request. You can request your W-2 Transcript be faxed directly to you or mailed to you within 5-10 business days

2. Get a W-2 Transcript by Mail

- Download [Form 4506-T](#)
- Complete the form and mail or fax the completed form to the appropriate address or fax number provided on page 2. When using form 4506-T make sure you select option 8 for Form W-2
- Provide your student ID number on line 5b for Customer File Number

3. Get a W-2 Transcript Online

- Go to the IRS website <https://www.irs.gov/>
- Select Get Your Tax Record
- Click on the blue Get Transcript ONLINE button
- First time users follow the steps to create an account. Returning users should log in using the user name and password previously created. If you have never filed taxes, or do not have the required information for the security clearance, then you will need to choose option 1 or 2 above.
- Once logged in select “Higher Education/Student Aid” from the drop-down box as the reason you need a transcript and enter your student ID number under “Customer File Number”, then hit ‘GO’
- From the options given to you select the 2021 Wage & Income Transcript”
- Your “Wage & Income Transcript” will open in a separate window. If it does not, you may need to change the pop-up settings on your browser.