

## Instructions for Obtaining IRS Form W2

If you were selected for verification, you may be required to submit W2s. If you no longer have copies and cannot obtain copies through the employer, the IRS Form W2 is available with an IRS online account or by mail with a 4506-T.

### **IRS Online Account**

You can establish an account with the IRS to request copies of various tax documents, including W2s, 1099s, Tax Return Transcripts, Tax Accounts Transcripts and more.

1. Go to [www.irs.gov](http://www.irs.gov) and click "Get Your Tax Record"
2. Click "Get Transcript Online"
3. To establish an account, you will need the information below:
  - a. Personal information (full name, date of birth, Social Security number, current address and email) b. Tax filing status of most recent processed tax return
  - c. Account number for one of the following: credit card (not American Express or debit card); mortgage or home equity loan; home equity line of credit; or auto loan  
*\*The IRS will make a soft inquiry of your credit report to establish your identity. It will have no impact on your credit rating. If your credit is frozen with Experian, you will need to lift the freeze prior to establishing an account with the IRS.*
  - d. A US based phone number, registered in your name and capable of receiving text messages (not prepaid) 4. Once the account is established, select "Higher Education/Student Aid" from drop down
5. For W2s, select "Wage & Income Transcript" for 2016
6. Print or save PDF to submit to the Financial Aid Office

### **IRS Wage Statement**

If you are unable to use establish an account with the IRS, you can obtain copies of W2s by mail with IRS Form 4506-T. This form is available through the BCC Financial Aid Office or through the IRS.

<b>Order by Mail (order by mail or FAX and receive by mail)</b>
<ol style="list-style-type: none"><li>a. Complete the Form 4506-T: Request for Transcript of Tax Return (form is available on the college website) <a href="http://www.BristolCC.edu">www.BristolCC.edu</a> &gt; Current Students &gt; Financial Aid &gt; Forms</li><li>b. Complete questions 1-4 as applicable</li><li>c. Check box 8 and write in "12/31/2016" in section 9</li><li>d. Sign the form and mail or FAX to the address or FAX number on the form</li></ol>



All documents for your financial aid file can be delivered in person or mailed to:

Financial Aid Office    Bristol Community College    777 Elsbree Street    Fall River, MA 02720