

**Wage and Income Transcript
Retrieval Instructions
2023-2024**

As part of the verification process for financial aid, we need to collect W2s for income from work. If you are unable to locate the required W2s, you can request a Wage & Income Transcript from the IRS.

To Request a 2021 Wage and Income Transcript, free of charge:

➤ **Mail**

- Go to irs.gov
- Select **Get Your Transcript by Mail** from the **File** dropdown menu
- **Get Transcript by Mail**
- Follow prompts to enter your **Social Security Number, Date of Birth, Street Address** and **Zip**
- **Select Wage & Income Transcript of 2021**

➤ **Online** (*first-time users will need to create an account*)

- Go to irs.gov
- Select **Get Your Tax Record** from the **File** dropdown menu
- Click **Get Transcript Online**
- You will have to request a code (it can be emailed or texted to you)
- Select **Higher Education/Student Aid** for **the reason you need a transcript**
- **You can see the Wage & Income Transcript,**
- Under **Wage & Income Transcript** section, and select **2021**

➤ **Telephone**

- Call IRS at **1.800.908.9946**
- Follow prompts to enter your **Social Security Number** and the **numbers in your street address**
- Select **Option 2** to request the appropriate tax document and then enter **2021** for the tax year
- If successfully validated, you can expect to receive your documentation within 5-10 business days from the time of the request.

Please make sure the student's first and last name and Lakeland ID number is written on each page before submitting the IRS Wage & Income Transcript.

Documents may be returned:*

By Fax:	440.525.7704	
By Mail:	Lakeland Community College	• 7700 Clocktower Drive, Kirtland, OH 44094-5198
By Secure Upload:	Visit lakelandcc.edu/financialaid	• Under RelatedLINKS (right side of page), select Financial Aid Documents Secure Upload link
In Person:	Lakeland Student Service Center	• located in Building A-1003

****Please do not send documents through email as it is not secure.***