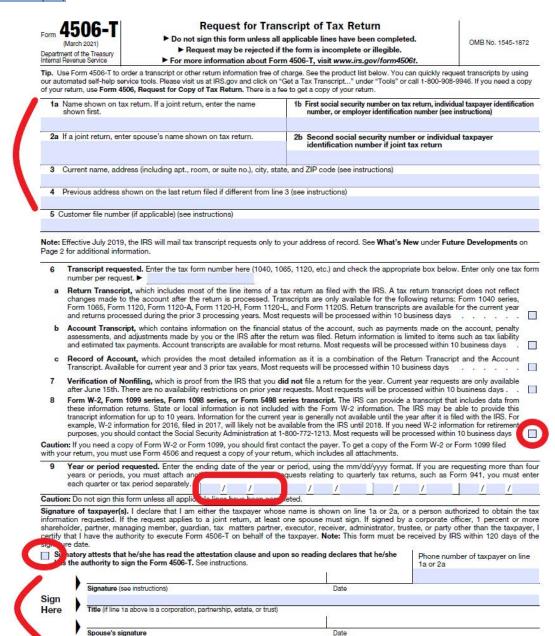
How to complete an IRS Form 4506-T Request for Transcript of W2s

Individuals who are not required to file taxes but are selected for verification by the Department of Education must provide either of the following: Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. Individuals can obtain any of those forms by submitting an IRS Form 4506-T to the IRS.

(https://www.irs.gov/pub/irs-pdf/f4506t.pdf)

To complete the 4506-T, please complete the following lines:

- 1a. Name of Individual the transcript is needed for.
- 1b. Social Security Number
- 3—Current address
- 4—Previous address if you have moved in the last 2 years
- Leave lines 5 blank. NIU does not use the 3rd party option.
- 8—Check the box at the end of the line
- 9—List the last calendar day of the tax year you are requesting the Wage in Income Transcript (i.e. if requesting 2021 information please list 12/31/2021)
- Read the declaration indicating you are the person listed in line 1a and check the box above the signature line
- Sign and date the form
- List your phone number



When the form is complete, submit the 4506-T directly to the IRS by either mailing it or faxing it to the appropriate location.

(See page 2)

Where to Send a Completed 4506-T:

Do not submit a copy of the 4506-T to the Financial Aid and Scholarships Office. Please submit the form directly to the IRS at the address or fax number listed for your state of residence at the time your return was filed.

If you filed an individual return and Mail or fax to: lived in:

Florida, Louisiana, Mississippi, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301

855-587-9604

Alabama, Arkansas, Delaware, Georgia, Illinois, Indiana, Iowa, Kentucky, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, North Carolina, Oklahoma, South Carolina, Tennessee, Vermont, Virginia, Wisconsin

Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999

855-821-0094

Alaska Arizona, California, Colorado, Connecticut, District of Columbia, Hawaii, Idaho, Kansas, Maryland, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Washington, West Virginia, Wyoming

Internal Revenue Service RAIVS Team P.O.Box 9941 Mail Stop 6734 Ogden, UT 84409

855-298-1145

The IRS will mail you a copy of the document you have requested. You will then submit all pages of that document to the Financial Aid & Scholarship Office for review. The document needs to have the student's name and Z-id number written at the top to ensure it goes to the correct file.

If you do not receive the document within a month you should call the IRS to see if there was an error or if something else is holding up the process. 1-800-908-9946 or 1-800-829-1040.