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 2019 information please list 12/31/2019)
- 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 lived in:          Mail or fax to:

Florida, Louisiana, Mississippi,                 Internal Revenue Service
Texas, a foreign country,                       RAIVS Team Stop 6716
American Samoa, Puerto Rico,                    AUSC
Guam, the Commonwealth of the                   Austin, TX 73301
Northern Marianas Islands, the
U.S. Virgin Islands, or A.P.O. or
F.P.O. address                                        855-587-9604

Alabama, Arkansas, Delaware,                     Internal Revenue Service
Georgia, Illinois, Indiana, Iowa,                RAIVS Team
Kansas, Maine, Massachusetts,                    Stop 6705 S-2
Minnesota, Missouri, New                        Kansas City, MO 64999
Hampshire, New Jersey, New
York, North Carolina, Oklahoma,                 855-821-0094
South Carolina, Tennessee,
Vermont, Virginia, Wisconsin

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

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.