

Instructions for requesting a W-2/Wage Transcript:

If **you earned income in 2015 and will not file** and **you do not have copies of your W-2(s)**, you may request a W-2/Wage Transcript from the IRS:

1. Call 1-800-829-3676 and request a W-2 Transcript. Please follow the instructions listed below:
 1. Choose language preference
 2. Select option No.3 for “other tax information”
 3. Select option for “personal and individual tax questions”
 4. You will then be connected with an IRS employee. Request a W-2 Transcript
 5. You will then be transferred to the appropriate department to process your W-2 Transcript request
- ★ You can request your W-2 Transcript be faxed directly to you or mailed to you within 5-10 business days
2. You may complete Form 4506T: Request for Transcript of Tax Return. To request a W-2/Wage Transcript check box 8, and fax or mail it to phone number or address indicated on the form
- ★ This form can be found at: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf?portlet=103>
- ★ Requesting a W-2/Wage Transcript is free of charge. Most requests are processed within 10 business days.