

2019-20 Student 2017 W-2 Forms Request

CONTACT: SW2

In order to complete the processing of your financial aid application, the Office of Student Financial Planning will need a photocopy of each of your (and your spouse's) 2017 W-2 forms. The W-2 Form is the document your employer is required to provide to you. IRS rules require that employers provide the W-2 forms to you by January 31st each year.

You will not be able to receive a Financial Aid Award Letter until this issue is resolved.

THIS IS AN URGENT MATTER.

What do I have to do so I can still receive Financial Aid, if I do not have a copy of my W-2?

1	Obtain a copy from your professional Income Tax Preparer.	You can have your tax preparer fax them to the Attn: of the Office of Student Financial Planning at 785-404-1485.																				
2	Obtain a duplicate copy from each of your 2017 employer(s).	Please collect all W-2 forms and submit them to the Office of Student Financial Planning...all at one time. Thank you!																				
3	Download a copy (Transcript) of your 2017 W-2 from the IRS Website.	<p>http://www.irs.gov/Individuals/Get-Transcript</p> <p>Note: The IRS reports that they may not have the W-2s until a year or more after the Tax Return filing deadline. Therefore, this may not work until later in the year. We recommend you contact your former employers, as they are required to maintain W-2 forms in an available format.</p> <p>Have a taxpayer on the form sign it and forward all pages to the Office of Student Financial Planning.</p>																				
4	Request a copy of your 2017 W-2 from the IRS via automated telephone system.	<p>You may also use the IRS automated phone transcript service at 1-800-908-9946 to receive your transcript by mail. Please allow 5 to 10 calendar days for delivery.</p> <p>The IRS will mail the Tax Return Transcript to the address on the Tax Return.</p>																				
5	<p>Visit a local office of the IRS and request a copy of your 2017 W-2 Forms.</p> <p>Have a taxpayer on the form sign it.</p> <p>Forward all pages to the Office of Student Financial Planning.</p>	<p>These are government offices. Their lobbies close promptly at 4:30 PM; be sure to arrive in plenty of time to complete your transaction with the IRS. Bring two forms of government identification.</p> <table border="1" data-bbox="483 1518 1513 1864"> <thead> <tr> <th colspan="4">IRS Offices Nearest to KWU</th> </tr> <tr> <th>City</th> <th>Street Address</th> <th>Days/Hours of Service</th> <th>Telephone*</th> </tr> </thead> <tbody> <tr> <td>Overland Park</td> <td>6717 Shawnee Mission Pkwy Overland Park, KS 66202</td> <td>Monday-Friday - 8:30 a.m.- 4:30 p.m.</td> <td>(816) 966-2840</td> </tr> <tr> <td>Topeka</td> <td>120 S.E. Sixth Ave. Topeka, KS 66603</td> <td>Monday-Friday - 8:30 a.m.- 4:30 p.m.</td> <td>(785) 235-3053</td> </tr> <tr> <td>Wichita</td> <td>555 N. Woodlawn Building 4 Wichita, KS 67208</td> <td>Monday-Friday - 8:30 a.m.- 4:30 p.m.</td> <td>(316) 352-7401</td> </tr> </tbody> </table>	IRS Offices Nearest to KWU				City	Street Address	Days/Hours of Service	Telephone*	Overland Park	6717 Shawnee Mission Pkwy Overland Park, KS 66202	Monday-Friday - 8:30 a.m.- 4:30 p.m.	(816) 966-2840	Topeka	120 S.E. Sixth Ave. Topeka, KS 66603	Monday-Friday - 8:30 a.m.- 4:30 p.m.	(785) 235-3053	Wichita	555 N. Woodlawn Building 4 Wichita, KS 67208	Monday-Friday - 8:30 a.m.- 4:30 p.m.	(316) 352-7401
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Office of Student Financial Planning,
Student Services Suite, Pioneer Hall 285,
100 E. Clafin, Salina, KS 67401

Telephone: (785) 833-4319 **FAX:** (785) 404-1485 **E-mail:** finaid@kwu.edu

	To locate additional IRS Offices that provide the Tax Transcript service, go to http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1
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Once all the W-2 forms are received by the Office of Student Financial Planning, we will review and update Documents Tracking > 2019-20 on your MyKWU as quickly as possible.

✓ *Check your MyKWU > Current Students > Student Financial Planning > Document Tracking frequently.*

Free help with filing your Income Tax Return may be available from the IRS Volunteer Income Tax Assistance Program.

- ❖ In Salina, KS, contact the United Way, 110 S. Santa Fe Avenue, Salina, KS 67401, (785) 827-1882, where VITA volunteers will be available from late January through mid-April 2017.
- ❖ Or...go to the IRS website (<http://www.irs.gov/Individuals/Free-Tax-Return-Preparation-for-You-by-Volunteers>) to search for a VITA program in your area.

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