

2020-21 Student 2018 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) 2018 W-2 forms. 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 if I do not have a copy of my W-2?

1	Obtain a duplicate copy from each of your 2018 employer(s).	Please collect all W-2 forms and submit them to the Office of Student Financial Planning...all at one time. Thank you!																				
2	Download a copy (Transcript) of your 2018 W-2 from the IRS Website. Have a taxpayer on the form sign it and forward all pages to the Office of Student Financial Planning.	http://www.irs.gov/Individuals/Get-Transcript																				
3	Visit a local office of the IRS and request a copy of your 2018 W-2 Forms. Have a taxpayer on the form sign it. Forward all pages to the Office of Student Financial Planning.	<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.</p> <table border="1" data-bbox="483 1312 1513 1669"> <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> <p>To locate additional IRS Offices that provide the Tax Transcript service, go to http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1</p>	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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Once all the W-2 forms are received by the Office of Student Financial Planning, we will review and update Documents Tracking > 2020-21 on your MyKWU as quickly as possible.

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