



## 2024-25 Parent 2022 W-2 Form(s) Request

CONTACT: PW2

In order to process your student's financial aid application, the Office of Student Financial Planning needs a copy of each parent's 2022 W-2 forms. The W-2 Form is the document your employer is required to forward to you. IRS rules require that employers provide the W-2 forms to you by January 31<sup>st</sup> each year.

**You will not be able to receive a Financial Aid award offer 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 duplicate copy from each of your 2022 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 2022 Wage and Income Transcript from the IRS Website.	<a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>

Once all the W-2 forms are received by the Office of Student Financial Planning, we will review and update documents in your myKWU portal as quickly as possible. To see if other items are needed, please sign in to your myKWU account and select the Students Tab, then Student Financial Planning > Documents Tracking > 2024-25.

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