



MADISON COLLEGE FINANCIAL AID

Requesting W-2 or 1099 Instructions

If a student is unable to get copies of their original W-2s or 1099s, they can get a copy of them from the [IRS](#). Note: the most recent year's information may not be available until July.

INSTRUCTIONS - Follow the instructions below for how to request a copy of your W-2s and/or your 1099 and submit the required documents to the Financial Aid Office for review.

ONLINE REQUEST

1. Go to [irs.gov](#)
 2. Select Get Your Tax Record
 3. Select Get Transcript Online
 4. Log in or select Create Account. Be sure you have all listed information needed for account creation.
 5. Select Higher Education/Student Aid under Select a Reason You Need a Transcript
 6. Click Go to see the list of transcripts available for download
 7. Select Wage and Income Transcript under Type of Transcript
 8. Request the calendar year you need under Tax Year. For example, for the 2018-2019 aid year, request the 2016 calendar year.
 9. Select Continue
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MAIL REQUEST

1. Go to [irs.gov](#)
 2. Select the Forms & Instructions tab
 3. Select the Form [4506-T](#)
 4. Fill boxes 1a through 4 out on the form
 5. Do not fill out line 5, you should not be mailing this directly to us, have it mailed to you and then you can send it to us with your student account information.
 6. Select the checkbox on the right hand side for option number 8.
 7. Enter the year you are looking at for option number 9. For example, for 2015 taxes, enter 12/31/2015.
 8. Sign and date the form
 9. You may then send the form to the appropriate address listed on page two or fax it. For example, the Wisconsin address is:
Internal Revenue Service Fax Number: 559-456-7227
RAIVS Team
Stop 37106
Fresno, CA 93888
 10. Once your documents are received, be sure to write your student ID and name at the top (if not already on the documents).
 11. Then send them to the Financial Aid Office in one of the following ways listed below.
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SUBMISSION INSTRUCTIONS

BEFORE SUBMISSION - include the student's name and student ID number on the paper and/or in an email so that it can be attached to the student's financial aid record.

Please sign and submit your completed form in one of the following ways:

- Email: financialaid@madisoncollege.edu
- Mail: Madison College Financial Aid, 1701 Wright Street, Madison, WI 53704
- Fax: (608) 243-4245
- In Person: At the Truax Enrollment Center or at any Regional or Metro campus