

**Wage and Income Transcript  
Retrieval Instructions  
2024-2025**

As part of the verification process for financial aid, we need to collect W-2s for income from work. If you are unable to locate the required W-2s, you can request a Wage & Income Transcript from the IRS.

*To Request a 2022 Wage and Income Transcript, free of charge:*

➤ **Mail**

- Go to [irs.gov](https://irs.gov)
- Select **Get Your Transcript by Mail** from the **File** dropdown menu
- **Get Transcript by Mail**
- Follow prompts to enter your **Social Security Number, Date of Birth, Street Address and Zip**
- **Select Wage & Income Transcript of 2022**

➤ **Online** (*first-time users will need to create an account*)

- Go to [irs.gov](https://irs.gov)
- Select **Get Your Tax Record** from the **File** dropdown menu
- Click **Get Transcript Online**
- You will have to request a code (it can be emailed or texted to you)
- Select **Higher Education/Student Aid** for the reason you need a transcript
- **You can see the Wage & Income Transcript,**
- Under **Wage & Income Transcript** section, and select **2022**

➤ **Telephone**

- Call IRS at **1.800.908.9946**
- Follow prompts to enter your **Social Security Number** and the **numbers in your street address**
- Select **Option 2** to request the appropriate tax document and then enter **2022** for the tax year
- If successfully validated, you can expect to receive your documentation within 5-10 business days from the time of the request.

*Please make sure the student's first and last name and Lakeland ID number is written on each page before submitting the IRS Wage & Income Transcript.*

**Documents may be returned:\***

<b>By Fax:</b>	440.525.7704	
<b>By Mail:</b>	Lakeland Community College	• 7700 Clocktower Drive, Kirtland, OH 44094-5198
<b>By <a href="#">Secure Upload</a>:</b>	Visit <a href="https://lakelandcc.edu/financialaid">lakelandcc.edu/financialaid</a>	• Under RelatedLINKS (right side of page), select Financial Aid Documents Secure Upload link (myLakeland login credentials required)
<b>In Person:</b>	Lakeland Student Service Center	• located in Building A-1003

*\*Please do not send documents through email as it is not secure.*