

**Wage and Income Transcript  
Retrieval Instructions  
2026-2027**

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 2024 Wage and Income Transcript, free of charge:***

- **Mail**
  - Go to [irs.gov](https://irs.gov)
  - Select **Get Your Tax Records and Transcripts** in the **How can we help you?** section
  - Select **Get Transcript by Mail**
  - Follow prompts to enter your **Social Security Number, Date of Birth, Street Address** and **Zip**
  - **Select Wage & Income Transcript of 2024**
- **Online (*first-time users will need to create an account*)**
  - Go to [irs.gov](https://irs.gov)
  - Select **Get Your Tax Record and Transcripts** in the **How can we help you?** section
  - Click **Sign in to your online account- Sign in or create a new account**
  - You will have to request a code (it can be emailed or texted to you)
  - Under **Wage & Income Transcript** section, and select **2024 Wage & Income Transcript**
- **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 **2024** 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:\***

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| <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.***