



Financial Aid Department
Phone: 360.650.3470
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IRS Tax Data Instructions

Use these instructions if you have been notified via your email or Web4U that you have an outstanding requirement requesting specific IRS tax data for you, your spouse, and/or your parents.

Tax Return Documentation Instructions

Option 1: IRS Tax Return Documents

Provide an IRS Form 1040 Tax Return for the correct tax year with a **handwritten signature** in the "Sign Here" section (or the "Paid Preparer Use Only" section fully completed), AND schedules 1, 2, and 3 (if filed with the tax return). The IRS Form 8879 cannot be accepted in place of a handwritten signature on the IRS Form 1040 Tax Return.

Important note!

If you are required to submit an **IRS Tax Return Transcript**, an IRS Form 1040 Tax Return cannot be accepted, and you will need to follow the **Option 2: Tax Return Transcript** instructions.

Option 2: IRS Tax Return Transcript

Provide an IRS Tax Return Transcript for the correct tax year. To order this transcript online:

1. Go to [IRS.gov](https://www.irs.gov)
2. Select **Get your tax record**
3. Select **Get transcript online** or **Get transcript by mail**

If you are not able to order online, you can also:

- Call 800.908.9946 to order by phone
- Complete IRS form [4506-T](#) and fax or mail it to the IRS

Important note!

Ensure that you order the IRS Tax **Return** Transcript. IRS Tax **Account** Transcripts cannot be accepted.

W-2 Documentation Instructions

Option 1: IRS Form W-2

Provide all IRS Form W-2s for the correct tax year.

Important note!

If you submit an IRS Form W-2c Corrected Wage and Tax Statement, you must also submit the original IRS Form W-2 that was corrected.

Option 2: IRS Wage and Income Transcript

Provide an IRS Wage and Income Transcript for the correct tax year. To order this transcript online:

1. Go to [IRS.gov](https://www.irs.gov)
2. Select **Get your tax record**
3. Select **Get transcript online** or **Get transcript by mail**

If you are not able to order online, you can also:

- Call 800.908.9946 to order by phone
- Complete IRS form [4506-T](#) and fax or mail it to the IRS