



Instructions for Requesting W-2s and Non-Filing Verification Letter (IRS)

IMPORTANT: Please indicate student's name and W# on each document that is submitted to our office

W-2 FORMS

If you are required to provide W-2 forms and cannot locate them, follow these steps:

- 1) **Contact your Employer.** Request a duplicate W-2 for the relevant tax year. Many employers can provide online access or can email a secure copy.
- 2) **Request a Wage and Income Transcript from the IRS.** If your employer cannot provide a duplicate W-2, you can obtain a **Wage and Income Transcript** from the IRS, which summarizes all earnings and W-2s for the year.
 - ☐ **Online Method**
 - Visit [Get Transcript Online](#)
 - Select "Get Transcript Online" and create an account
 - Access and print your Wage and Income Transcript
 - ☐ **By Mail Using IRS Form 4506-T**
 - Download the IRS Form 4506-T from the [IRS website](#)
 - Complete the form:
 - Fill out lines 1a, 1b (include your full SSN or ITIN), and line 3
 - Check box 8 to request the Wage and Income Transcript
 - Sign, date, and submit the form by mail or fax to the appropriate IRS service center (details on page 2 of the form). Allow 10 business days from when the IRS receives your request for mail delivery

NON-FILING VERIFICATION LETTER

If you did not file taxes and need verification of non-filing status, you can obtain a Non-Filing Verification Letter from the IRS using one of the following methods:

- ☐ **Online Method**
 - Visit [Get Transcript Online](#) and create an account
 - Select "Verification of Non-Filing Letter" for the relevant tax year
- ☐ **By Mail Method Using IRS Form 4506-T**
 - Complete IRS Form 4506-T:
 - Fill out lines 1a, 1b (include your full SSN or ITIN), and line 3
 - Check box 7 to request the Non-Filing Verification Letter
 - Sign, date, and submit the form by mail or fax to the appropriate IRS service center (details on page 2 of the form). Allow 10 business days from when the IRS receives your request for mail delivery

HOW TO SUBMIT DOCUMENTATION TO THE OFFICE OF SCHOLARSHIPS & FINANCIAL AID AT UW

- ☐ **Online submission via Secure File Upload (preferred)**

Click or visit the following link: <https://www.uwyo.edu/sfa/forms/upload.html>
- ☐ **Mail submission – mail to:**

University of Wyoming, Office of Scholarships & Financial Aid, 1000 E. University Ave., Dept 3335, Laramie, WY 82071
- ☐ **In-Person submission**
 - Drop off your documents at Knight Hall, Room 174, M-F 8:00 am to 5:00 pm MT (summer hours are 7:30 am – 4:30 pm MT)