

BARTON COMMUNITY COLLEGE

W-2 Requirement Instructions

DOCUMENTS THAT CAN BE ACCEPTED INCLUDE:

1. Copy of actual W-2('s) from employer

The image shows a standard IRS Form W-2 Wage and Tax Statement. It includes fields for:

- a. Control number
- b. Employer identification number
- c. Employer's name, address, and ZIP code
- d. Employer's social security number
- e. Employee's first name and initial, Last name
- f. Employer's address and ZIP code
- g. State wage, tip, etc.
- h. State income tax
- i. Local wage, tip, etc.
- j. Local income tax
- 1. Wages, tips, other compensation
- 2. Federal income tax withheld
- 3. Social security wages
- 4. Social security tax withheld
- 5. Medicare wages and tips
- 6. Medicare tax withheld
- 7. Social security tips
- 8. Allocated tips
- 9. Advance DC payment
- 10. Dependent care benefits
- 11. Nonqualified plans
- 12a. See instructions for box 12
- 13. Flexible Spending Account (FSA)
- 14. Other
- 15. State
- 16. State wage, tip, etc.
- 17. State income tax
- 18. Local wage, tip, etc.
- 19. Local income tax
- 20. Locality name

2. **Signed** copy of Wage and Income Transcript for individual(s)
MUST BE SIGNED by the person whose information is represented (you or your Parents/Spouse)

The image shows an IRS Wage and Income Transcript. It includes the following information:

- Internal Revenue Service, United States Department of the Treasury
- Report Date: 04-01-2020
- Preparer Date: 04-01-2020
- Employee Number: 0000
- Transcript Number: 1000000000000000
- Form W-2 Wage and Tax Statement
- Employee: [Name and Address]
- Employee's Social Security Number: [SSN]

HOW TO REQUEST WAGE & INCOME TRANSCRIPT:

1. **REQUEST ONLINE:** <https://sa1.www4.irs.gov/irfof-tra/start.do>
2. **REQUEST ONE IN PERSON:** The IRS has many offices throughout the U.S. You may visit an office and request these documents in person. To find a listing of your local offices visit www.irs.gov
3. **REQUEST ONE IN WRITING:** Tax Return Transcripts, W-2 Transcripts and Verification of Non-Filing letters may be requested by paper form by submitting the IRS Form 4506-T. This document may be retrieved on the IRS website www.irs.gov or our office can supply one to you.

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-105, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.