

# 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. The form is divided into several sections for providing employer and employee information, as well as reporting wages, taxes, and benefits. Key sections include:
 

- Section 1:** Wages, tips, other compensation
- Section 2:** Federal income tax withheld
- Section 3:** Social security wages
- Section 4:** Social security tax withheld
- Section 5:** Medicare wages and tips
- Section 6:** Medicare tax withheld
- Section 7:** Social security tips
- Section 8:** Allocated tips
- Section 9:** Advance EIC payment
- Section 10:** Dependent care benefits
- Section 11:** Nonqualified plans
- Section 12:** Health, dental, and vision insurance (12a, 12b, 12c, 12d)
- Section 13:** Retirement plans (13a, 13b, 13c)
- Section 14:** Other
- Section 15:** State
- Section 16:** State wage, tips, etc.
- Section 17:** State income tax
- Section 18:** Local wage, tips, etc.
- Section 19:** Local income tax
- Section 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 for Form W-2. The transcript is titled "Wage and Income Transcript" and "Form W-2 Wage and Tax Statement". It includes the following information:
 

- Request Date:** 04-08-2008
- Response Date:** 04-08-2008
- Employee Number:** TW60Y
- Tracking Number:** 100063207784
- SSN Provided:** 111-11-1111
- Tax Period Requested:** December, 2006
- Employer:**
  - Employer Identification Number (EIN): 650111111
  - BIG BUSINESS LLC
  - PO BOX 250256
  - ANYWHERE, FL 34206-5020
- Employee:**
  - Employee's Social Security Number: 111-11-1111

### HOW TO REQUEST WAGE & INCOME TRANSCRIPT:

#### Submit IRS Form 4506-T to the IRS by mail or fax

W-2 or "Wage and Income" Transcripts, as well as Tax Return Transcripts and Verification of Non-Filing letters, may be requested by paper form by submitting the IRS Form 4506-T. The form must be sent to the IRS by fax or mail. Instructions are included on the 4506-T form. This IRS Request form may be retrieved on the IRS website [www.irs.gov](http://www.irs.gov) or our office can supply one to you.

IRS Requests are responded to by mail to the requestor, usually within 5-10 business days.

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