

2024/2025 - 2022 IRS TRANSCRIPT

If you did not earn income or were not required to file 2022 taxes as per federal IRS regulations, you must turn in proof of non-filing.

REQUEST AN IRS TRANSCRIPT
ONLINE REQUEST:

“GET TRANSCRIPT ONLINE” – view, print, or download your IRS documents online:

Already have an IRS account:

- Visit www.irs.gov
- Under—Tools— click “Get a Tax Transcript”
- Click “Get Transcript Online”
- If you are already registered with the IRS, sign in using your User ID
- Select IRS document needed and the appropriate tax year

If not, set up an account by following the direction on the right

Set up an IRS account:

- First time uses, click on “get started”
- You will need: Full name, email, Birthdate, SSN, tax filing status, and mailing address from your latest tax return.
- You will also need one of the following for identification purposes: Credit card number, mortgage or home equity loan, home equity line of credit, auto loan.
- Finally, a mobile phone with your name on the account
- Once you are registered you can print any IRS tax document.

MAIL OR FAX

- Complete the IRS Form 4506-T (<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>)
- Check Box 7 to request a Verification of Non-Filing Letter
- Have the Verification mailed to your address, **not** Weatherford College

PHONE

- Contact the IRS directly at 1-800-908-9946 or for hearing impaired: 1-800-829-4059 (TDD)
- Live help line 1-800-829-1040 (long wait times may apply)

IN PERSON

- Schedule an appointment with the Fort Worth IRS Office by calling 844-545-5640; you must have exhausted all other options available to you.

PLEASE RETURN ALL FORMS AND DOCUMENTATION—list student’s name and Social Security Number at top of all documents

Weatherford College Financial Aid Office
225 College Park Drive
Weatherford, Texas 76086

Turn in to any WC location, Email to
Docs@wc.edu or mail to
WC Financial Aid Office
Phone: (817) 598-6295

Office Use: