

**2025/2026 - 2022 IRS TRANSCRIPT**

**If you did not earn income or were not required to file 2023 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](http://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

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