

2014-2015 FAFSA CONTACT: PW2 - (Parent 2013 W-2 Forms)

Kansas Wesleyan University Attn: Office of Student Financial Planning, 100 E. Claflin Ave, Salina, KS 67401

Phone: 785-827-5541 X 1260 Fax: (785) 404-1485 E-mail to finaid@kwu.edu

In order to complete the processing of your child's financial aid application, the Office of Student Financial Planning will need a photocopy of each of your (and your spouse's) 2013 W-2 forms. The W-2 Form is the document your employer is required to forward to you. IRS rules require that employers send the W-2 forms to you by January 31st each year.

**You will not be able to receive a Financial Aid award until this issue is resolve.
THIS IS AN URGENT MATTER.**

What do I have to do so I can still receive Financial Aid, if I do not have a copy of my W-2?

| 1 | Obtain a copy from your professional Income Tax Preparer. | You can have your tax preparer fax them to the Attn: of the Office of Student Financial Planning at 785-404-1485. | | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|--|----------------------------|--|--|--|------|----------------|-----------------------|------------|----------------------|--|---|----------------|---------------|---|---|----------------|----------------|--|---|----------------|
| 2 | Obtain a duplicate copy from each of your 2013 employer(s). | Please collect all W-2 forms and submit them to the Office of Student Financial Planning...all at one time. Thank you! | | | | | | | | | | | | | | | | | | | | |
| 3 | Download a copy of your 2013 W-2 from the IRS Website. Have a taxpayer on the form sign it and forward all pages to the Office of Student Financial Planning. | http://www.irs.gov/Individuals/Get-Transcript | | | | | | | | | | | | | | | | | | | | |
| 4 | Visit a local office of the IRS and request a copy of your 2013 W-2 Forms. Have a taxpayer on the form sign it. Forward all pages to the Office of Student Financial Planning. | <p>These are government offices. Their lobbies close promptly at 4:30 PM; be sure to arrive in plenty of time to complete your transaction with the IRS.</p> <table border="1" data-bbox="483 1423 1526 1774"> <thead> <tr> <th colspan="4">IRS Offices Nearest to KWU</th> </tr> <tr> <th>City</th> <th>Street Address</th> <th>Days/Hours of Service</th> <th>Telephone*</th> </tr> </thead> <tbody> <tr> <td>Overland Park</td> <td>6717 Shawnee Mission Pkwy Overland Park, KS 66202</td> <td>Monday-Friday - 8:30 a.m.- 4:30 p.m.</td> <td>(816) 966-2840</td> </tr> <tr> <td>Topeka</td> <td>120 S.E. Sixth Ave. Topeka, KS 66603</td> <td>Monday-Friday - 8:30 a.m.- 4:30 p.m.</td> <td>(785) 235-3053</td> </tr> <tr> <td>Wichita</td> <td>555 N. Woodlawn Building 4 Wichita, KS 67208</td> <td>Monday-Friday - 8:30 a.m.- 4:30 p.m.</td> <td>(316) 352-7401</td> </tr> </tbody> </table> <p>To locate additional IRS Offices that provide the Tax Transcript service, go to http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1</p> | IRS Offices Nearest to KWU | | | | City | Street Address | Days/Hours of Service | Telephone* | Overland Park | 6717 Shawnee Mission Pkwy Overland Park, KS 66202 | Monday-Friday - 8:30 a.m.- 4:30 p.m. | (816) 966-2840 | Topeka | 120 S.E. Sixth Ave. Topeka, KS 66603 | Monday-Friday - 8:30 a.m.- 4:30 p.m. | (785) 235-3053 | Wichita | 555 N. Woodlawn Building 4 Wichita, KS 67208 | Monday-Friday - 8:30 a.m.- 4:30 p.m. | (316) 352-7401 |
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Once all the W-2 forms are received by the Office of Student Financial Planning, we will review and update Documents Tracking on MyKWYU as quickly as possible.

- ❖ Free assistance with filing your Income Tax Return may be available from the IRS Volunteer Income Tax Assistance Program. In Salina, KS, contact the Volunteer Connection at 785-823-3128, or go to the IRS website (<http://www.irs.gov/Individuals/Free-Tax-Return-Preparation-for-You-by-Volunteers>) to search for a VITA program in your area.

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