



APPLYING FOR Educational Financial Aid ?

When applying for financial aid, you may need to provide tax account information from your (and/or your parents') tax return or tax account transcript. A tax return transcript shows many line items contained on the return (1040 series) as it was originally filed, including any accompanying forms and schedules and any figures corrected by IRS during processing of the return. A tax account transcript includes any later adjustments either you or the IRS made after the tax return was originally filed.

Get Transcript Online, IRS.gov gives you the option to view, save and/or print your transcript. This is the quickest way to obtain a tax transcript. Additionally, You can also order tax return and tax account transcripts via the dedicated Transcript toll-free line(800-908-9946) and through Get Transcript by Mail on irs.gov. The documents are mailed to the address we have on file for you, should be received within 5-10 calendar days and are free of charge.

Form 4506-T, Request for Transcript of Tax Return, can be used to get the tax return and tax account transcripts as well as Form W-2 information and verification of non-filing. Form 4506-T also offers a Record of Account Transcript that combines the tax return and tax account transcripts. In many cases, a tax return transcript will meet the requirements of financial aid offices or other lending institutions offering student loans. Transcripts will **only** be mailed to your address of record. The IRS no longer sends transcripts (Form 4506-T) to a third party. IRS processes most requests within 10 business days and is free of charge.

IRS transcript products have recently been reformatted to better protect your personal information. Please visit [About the New Tax Transcript: FAQs | Internal Revenue Service](#) to learn more.

FOR A COPY OF TAX RETURN(S)

In some very limited instances, a copy of your (and/or your parents') Federal Income Tax Return may be needed. Form 4506, Request for Copy of Tax Return, can be used to request a copy of the tax return. Please follow the directions on the form. There is a fee of \$50 for each return. It may take up to 75 calendar days for IRS to process the request.

Please follow the directions on the form or automated tool for requesting a transcript. The Form 4506 or Form 4506-T can be downloaded from www.irs.gov or obtained by calling (800) 829-3676.

