



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.

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. You can have the documents mailed to yourself or mailed directly to a third party. IRS processes most requests within 10 business days and is free of charge.

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](https://www.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. Additionally, Get Transcript Online on [irs.gov](https://www.irs.gov) gives you the option to view, online, all available transcripts.

Please follow the directions on the forms or automated tools for preparing and directing your request. The Forms can be downloaded from www.irs.gov or obtained by calling (800) 829-3676.

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 year's Return. It may take up to 75 calendar days for IRS to process the request.

