



# APPLYING FOR EDUCATIONAL FINANCIAL AID?

When applying for financial aid, you may need to provide a copy of your (or your parents') Federal Income Tax Return or tax account information from that Return. Form 4506, *Copy or Transcript of Tax Form* can be used to have a copy of the return, summary information from the return, or information from the tax account mailed to a third party or directly to your address of record. (Please follow directions on Form 4506 for preparing and mailing your request). You can also secure a Summary Transcript of your tax return or "account information" by calling or visiting an IRS office.

To obtain Form 4506 from a fax machine, dial (703) 368-9694 and follow the voice prompts, or download from the Internet through World Wide Web - <http://www.irs.ustreas.gov>, or order free forms through the IRS at 1-800-829-3676.

**FOR A COPY  
OF TAX RETURNS —**  
Complete Form 4506 and mail it to the IRS address where you filed your Return. There is a fee of \$23 for each year's Return. Allow up to 60 days to receive your copy.

**FOR A SUMMARY  
TRANSCRIPT  
OF TAX RETURN—**  
In the 1040 series only (Form 1040, 1040A, 1040EZ, etc) send a completed Form 4506 to the IRS address where the Return was filed. There is no charge. Please allow seven to ten work days, after the IRS receives your request, for delivery. Also verification of nonfiling and copies of Form W-2's can be obtained at no charge by completing Form 4506.

**FOR TAX ACCOUNT  
INFORMATION —**  
Account information includes amended returns, subsequent payments, marital status, type of return, etc., and is available free of charge. If you use Form 4506 write the words "account information" somewhere in block 8 and mail the request per directions on the back. Please allow 30 days for delivery.



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