



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, Request for Copy of Tax, Return, can be used to request a copy of your tax return. Form 4506-T, Request for *Transcript of Tax Return*, can be used to get transcripts, Form W-2 information, and verification of non-filing. In many cases, a return transcript will meet the requirements of lending institutions, such as those offering mortgages and student loans. You can direct the documents to a third party or directly to your address of record. Please follow the directions on either Form for preparing and directing your request.

These Forms can be obtained by downloading the Form from www.irs.gov or by calling (800) 829-3676.

FOR A COPY OF TAX RETURN(S) –

Complete Form 4506 and mail it to the IRS address where you filed our Return. There is a fee of \$39 for each year's Return. Allow up to 60 days to receive your copy.

FOR A SUMMARY TRANSCRIPT OF TAX RETURN –

A tax return transcript shows most line items contained on the return (1040 series) as it was originally filed, including any accompanying Forms and Schedules. Tax return transcripts are delivered in 30 days, and is provided free of charge. You can also get Form W-2 information and verification of non filing by calling (800) 829-1040, or by mailing your Form 4506-T to the address in the instructions.

FOR TAX ACCOUNT INFORMATION –

A tax transcript includes any later adjustments either your or the IRS made after the tax return was filed. The transcript shows basic data, including marital status, type of return filed, adjusted gross and taxable income. You can get this information free of charge by calling (800) 829-1040, or by mailing your Form 4506-T to the address in the instructions. This information will be mailed to you within two weeks of receipt.

