



TAX RETURN TRANSCRIPT INSTRUCTIONS

If you are selected for verification and you are not eligible, or choose not to import your federal tax information directly from the IRS onto your FAFSA, you will need to request a **TAX RETURN TRANSCRIPT** from the IRS. There are four ways to make the request:

1. Download and print a *Tax Return Transcript* at [IRS.gov](https://www.irs.gov)
 - Go to [IRS.gov](https://www.irs.gov). You may have to enable popup windows.
 - Select "Get Your Tax Record".
 - Select "Get Transcript ONLINE".
 - Select "Return Transcript" for Type of Transcript and "**2018**" for Tax Year.
 - Follow the prompts to download and print your document.

For the '**Get Transcript ONLINE**' option, you must register for an account first. Once you are able to log in, select 'Higher Education/Student Aid' as the reason you need a transcript.

2. Visit [IRS.gov](https://www.irs.gov) and request a *Tax Return Transcript* be mailed to you.
 - Go to [IRS.gov](https://www.irs.gov). You may have to enable popup windows.
 - Select "Get Your Tax Record".
 - Select "Get Transcript by MAIL".
 - Enter the required information.
 - Select "Return Transcript" for Type of Transcript and "**2018**" for Tax Year.
 - Follow the prompts to have it mailed to you.
3. Call the IRS at 1-800-908-9946 and follow the automated prompts to request a *Tax Return Transcript*.
4. Paper request
 - Download and print IRS Form 4506-T.
 - Complete Lines 1-4 (See Instructions).
 - Line 5 - **DO NOT** have your information mailed directly to Benedictine University.
 - Line 6 - Enter the tax form number (1040, 1040A, etc) and check box "a" for "Return Transcript".
 - Line 9 - Enter the tax year requested, for example 12/31/2018.
 - Sign and date the form and mail/fax to the appropriate office listed under "Chart for individual transcripts".