

**We must receive and review the requested information to comply with financial aid program rules: (34 CFR, Part 668).**

## Tax Return Transcript

It is the student's responsibility to submit the Verification Worksheet and applicable tax documents to the Financial Aid office.

**If you or your parent filed an amended tax return, and are selected for verification, you must submit both an IRS Tax Return Transcript AND signed copy of your 1040X.**

### FOR 2023-2024 SCHOOL YEAR WE WILL BE USING 2022 TAX INFORMATION



#### online

Go to <https://www.irs.gov/individuals/get-transcript>

Set up an account with the IRS. They will email you a confirmation code to enter. Be sure to check your junk file in case the email is sent there. Complete steps 1-6 to create an account.

Be sure to select "Return Transcript" and the appropriate year.

Print the Transcript and submit to Financial Aid.



#### mail

Download the IRS Form 4506T.

Complete lines 1-4.

On line 6, indicate the tax year requesting.

The tax filer (or spouse if requesting information from a joint tax return)

must sign and date the form and enter their telephone number.

Mail or fax the complete form to the appropriate address on page 2 of the 4506T form.



#### by phone

To order by phone, call 800-908-9946 and follow the prompts.

### you can fax or send your documents to:

fax 817.202.6751

100 W. Hillcrest St. Keene . Texas . 76059