

In the past, Hagerstown Community College has needed both signed Federal Tax Returns and W2s from students (spouses) and parents of dependent students who were selected for Verification. However for 2012-2013, students (spouses) and parents of dependent students will need to submit an IRS Tax Transcript if requested, which must be obtained from an Internal Revenue Service Office, not your tax preparer. Please note: Importing your tax info with IRS data retrieval tool on the FAFSA may save you the trip to the IRS office.

Tax filers can request a transcript of their 2011 tax return from the Internal Revenue Service (IRS), free of charge, in one of three ways:

Online Request

- Available on the IRS Web site at www.irs.gov
- In the Online Services section of the homepage, click “Order a Tax Return or Account Transcript.”
- Click “Order a Transcript.”
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- Click “Continue.”
- In the Type of Transcript filed, select “Return Transcript,” and in the Tax Year field, select “2011”.
- If successfully validate, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5 to 10 days from the time the online request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address. Generally, these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have updated address on file.
- Select “Option 2” to request an IRS Tax Return Transcript, and then enter “2011”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.
- Download the IRS Form 4506T-EZ at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
- Complete lines 1-4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on

the latest tax return filed on Line 4. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.

- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.
- On line 6, enter “2011” to receive IRS tax information for the 2011 tax year that is required for the 2012-2013 Free Application for Federal Student Aid (FAFSA).
- The tax filers (or spouse, if requesting information from a joint tax return) must sign date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.

Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. NOTE: Processing Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.