



If you do not use the IRS Data Retrieval Tool to provide tax information and your tax information is requested by the school, you will need to obtain an official tax transcript from the IRS.

### **IRS TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS**

Tax Filers can request a tax return transcript, free of charge, in one of three ways.

#### **REQUEST ON WWW.IRS.GOV**

1. Go to [www.irs.gov](http://www.irs.gov).
2. On the main screen, select "Get Your Tax record".
3. Select "Get Transcript Online" or "Get Transcript by Mail" and gather needed documents to use service
4. Enter the tax filer's information and click "Continue".
5. In the Type of Transcript field, select "Return Transcript" (**NOT** Account Transcript) and in the Tax Year field, select "2018".
6. Once you receive the transcript, please write the student name and ID at the top of all pages and mail the IRS Tax Return Transcript to the Crown College Financial Aid Office.

**Note: If you have trouble entering your street address into an online form, try these address matching suggestions.**

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word "street" rather than using the abbreviation "st." can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
  - To get a **standardized version of your address:** 1) go to [www.usps.com](http://www.usps.com) 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time)
- Contact your Local IRS Office

## **REQUEST BY TELEPHONE**

1. Call the IRS at 1-800-908-9946.
2. Tax filers must follow prompts to enter information.
3. Select Option 2 to request an IRS Return Transcript. Then enter “2018”.
4. Once the transcript request is validated, the tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days.  
IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.
7. Once you receive the transcript, please write the student name and ID at the top of all pages and mail the IRS Tax Return Transcript to the Crown College Financial Aid Office.

## **REQUEST BY PAPER**

1. Download IRS Form 4506T-EZ at <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
2. Complete lines 1–4, following the instructions on page 2 of the form. Note that line 3 should be the most current address on file with the IRS. This 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.
3. On line 6, enter “2018” to receive IRS tax information for the 2018 tax year that is required for the 2020-2021 FAFSA.
4. Check box above signature at bottom.
5. The taxpayer (and spouse, if requesting information for joint returns) must sign and date the form and enter their telephone number.
6. Once you receive the transcript, please write the student name and ID at the top of all pages and mail the IRS Tax Return Transcript to the Crown College Financial Aid Office.

### **DOCUMENTS CAN BE SENT TO:**

Crown College

Attn: Financial Aid Office

8700 College View Drive St. Bonifacius, MN 55375

Email: [Finaid@crowncollege.edu](mailto:Finaid@crowncollege.edu) Fax: 952-446-4178