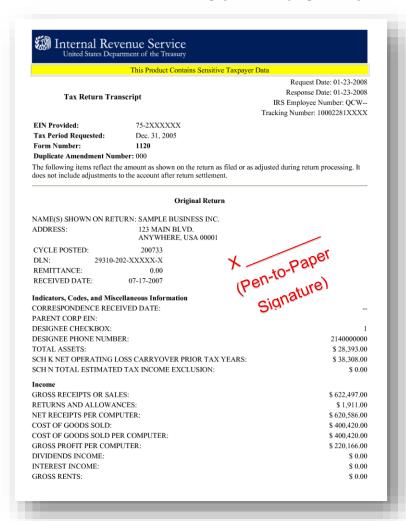
TAX RETURN TRANSCRIPT

ACCEPTED

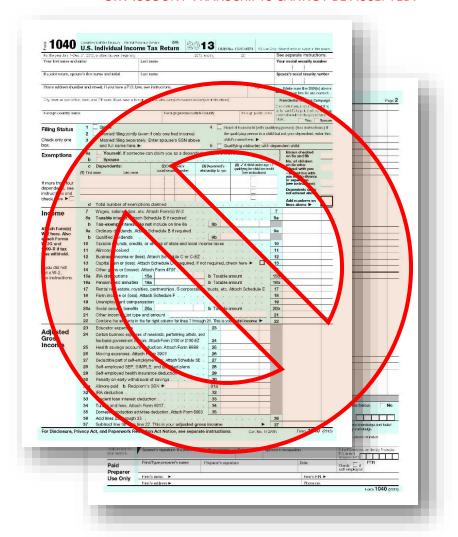
- SIGNATURE REQUIRED FOR ONE FILER
 - WILL DELAY AID IF UNSIGNED
 - SIGN AT LEAST ONE PAGE



COPY OF TAX RETURN OR ACCOUNT TRANSCRIPT

NOT ACCCEPTED

 By Federal Regulation, copies of Tax Returns or Account Transcripts cannot be accepted.





IRS Tax Transcript Request

IMPORTANT INFORMATION BEFORE YOU REQUEST:

PEN-TO-PAPER SIGNATURE OF INDIVIDUAL REQUIRED ON TAX-RELATED DOCUMENTS

Unsigned documents result in delay of federal aid awarding and may be returned by mail for signature.

- When requesting a tax return transcript, make sure that you request that exact item. There is another form called an Account Transcript, which is NOT the correct form. Please be very specific when requesting your documentation: **IRS TAX RETURN TRANSCRIPT**
- When requesting a tax return transcript by phone or online, you must use the primary filer's social security number or your request will not be processed.
- You must use the address provided on the tax form that you are requesting.
- If you are requesting a verification of non-filing letter or W-2 transcripts and have never filed a tax return before, then you must make your request by paper form 4506-T. (see instructions below)
- Information on how to submit documents to our office can be found online: http://www.bartoncougars.com/financialaid/submitdocs

WAYS TO REQUEST:

1. REQUEST ONLINE: http://www.irs.gov/Individuals/Get-Transcript

2. REQUEST BY PHONE: Call 1-800-908-9946

You may only request by phone if you have filed a tax return this year or any previous year

3. REQUEST IN WRITING: Tax Return Transcripts, W-2 Transcripts and Verification of Non-Filing letters may be requested by paper form by submitting the <u>IRS</u>

Form 4506-T. This form may be retrieved on the IRS website <u>www.irs.gov</u> or our office can supply one to you. Mail or fax the form to the IRS using instructions on the form. Usually requests are honored within 5-10 business days. The document or IRS response will be sent by USPS mail to the address listed on the form.

Requested IRS Information usually arrives to you by mail within 5-10 business days, free of charge.

Tips for Success with IRS Online Request

- Use address on the most recently processed item to the IRS (Tax Return, W-2, 1099-T)
- Enter street address and city using ALL CAPITAL LETTERS
- Do not enter punctuation in street address
- Check standard address format with U.S. Postal Service Look Up a Zip Code tool

How to Submit Signed Document to Barton Financial Aid Office

- Drop off in-person to Financial Aid office, Fort Riley, or Fort Leavenworth campus
- Mail
- Upload scan to Mapping Xpress

Instructions for How to Submit Documents:

http://www.bartoncougars.com/financialaid/submitdocs

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.