

# BARTON

COMMUNITY COLLEGE

## 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)
- Any requested documents **MUST BE SIGNED** by the person whose information is represented (You or Your Parents/Spouse) before they are forwarded on to our office. Information on how to submit documents to our office can be found online: <http://www.bartoncougars.com/financialaid/submitdocs>

### 5 WAYS TO REQUEST:

#### 1. VIEW AND PRINT ONLINE:

You may access the Tax Return transcript, Wage & Income transcript, or Verification of Non-filing Letter  
<http://www.irs.gov/Individuals/Get-Transcript>

#### 2. REQUEST BY PHONE:

You may only request by phone if you have filed a tax return this year or any previous year  
Call 1-800-908-9946

#### 3. REQUEST BY MOBILE APP

IRS2Go app can be downloaded for free to your mobile device

iTunes App store - <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>

Google Play store - <https://play.google.com/store/apps/details?id=gov.irs&hl=en>

**For Request Options 2 & 3, transcripts should arrive to you by mail within 5-10 business days, free of charge.**

**4. REQUEST IN PERSON:** The IRS has many offices throughout the U.S. You may visit an office and request these documents in person. To find a listing of your local offices visit [www.irs.gov](http://www.irs.gov)

**5. REQUEST IN WRITING:** Tax Return Transcripts, W-2 Transcripts and Verification of Non-Filing letters may be requested by paper form by submitting the IRS Form 4506-T. This form may be retrieved on the IRS website [www.irs.gov](http://www.irs.gov) or our office can supply one to you.

**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.