

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 2025-2026 SCHOOL YEAR WE WILL BE USING 2023 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