



**Office of Financial Aid**  
 50 Sunset Lane  
 Paxton, MA 01612  
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**Email:** [financialaid@annamaria.edu](mailto:financialaid@annamaria.edu)

## Tax Return Transcript Instructions

You must request information by one of the following 3 methods.

Go to <https://www.irs.gov>

Click on the “Tools” orange bar.

Click on “Get Transcript.” Be sure to request a Tax Return Transcript not a Tax Account Transcript

Click on one of the blue boxes “Get Transcript ONLINE” or “Get Transcript by MAIL”

Choose “first Time users” or “Returning Users”: Answer all questions

1. **“Get Transcript ONLINE”:** *Displays Immediately to print*  
**FOR ONLINE:** You will need a cell phone in your name, an email account, and information on a credit card, mortgage, car loan, etc. Choose “First Time Users” or “Returning Users” – you will need to answer several questions to verify your identity, an email account to receive a code, and a cell telephone number to receive a 6-digit activation code to complete the process.

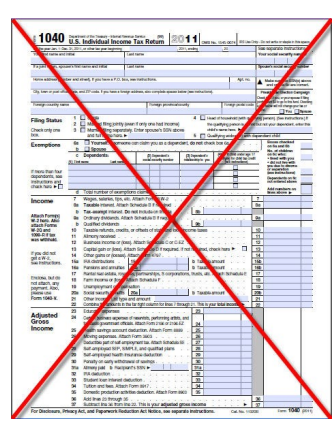
Choose **TAX Return Transcript** for 2018

Once you complete all of the steps, your tax return transcript will appear– print all pages and submit to the financial aid office.

2. **“Get Transcript by MAIL”** (*Request online and it will be mailed to you in 5-10 days*)  
 Follow instructions

3. *If you are not able to request the transcript online, then you must request it by mail:*  
 Complete form 4506-T and mail it to the address listed for your state on page 2 of the form.  
 Form 4506-T can be obtained from the IRS website or by calling the IRS at (800) 848-0978.

### 1040 Tax Return



### Tax Return Transcript

