How to complete an IRS Form 4506 T for Tax Return Transcript

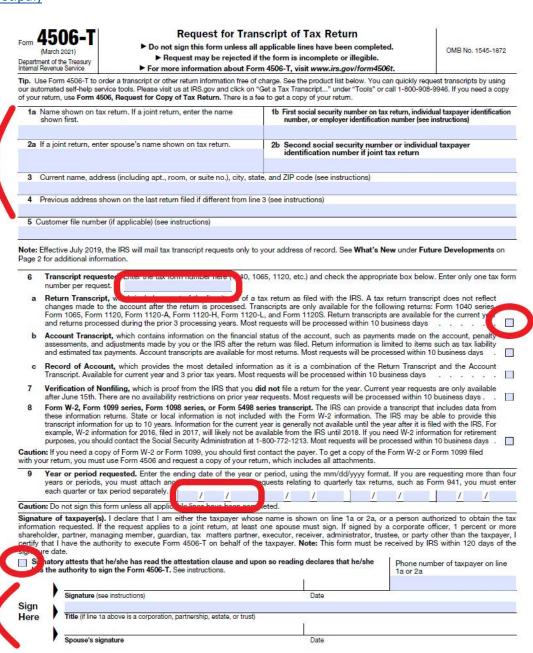
Individuals who are required to file taxes and selected for verification by the Department of Education must provide Tax Return Transcripts. Individuals can obtain the Tax Transcript online or by submitting an IRS Form 4506-T to the IRS. (https://www.irs.gov/pub/irs-pdf/f4506t.pdf)

To complete the 4506-T, please complete the following lines:

- 1a. Name of Tax Filer
- 1b. Social Security Number of Filer

If a joint return complete lines 2a and 2b with spouse information

- 3—Current address
- 4—Previous address if you have moved in the last 2 years
- Leave line 5 blank. NIU does not use the 3rd party option.
- 6—Transcript Requested—Write 1040 and check the box at the end of the line 6a
- 9—List the last calendar day of the tax year you are requesting the Tax Return Transcript (i.e. if requesting 2019 taxes please list 12/31/2019)
- Read the declaration indicating you are the tax payer listed in line
 1a and check the box above the signature line
- Sign and date the form
- List your phone number



When the form is complete, submit the 4506-T directly to the IRS by either mailing it or faxing it to the appropriate location.

(See page 2)

Where to Send a Completed 4506-T:

Do not submit a copy of the 4506-T to the Financial Aid and Scholarships Office. Please submit the form directly to the IRS at the address or fax number listed for your state of residence at the time your return was filed.

If you filed an individual return and Mail or fax to: lived in:

Florida, Louisiana, Mississippi, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301

855-587-9604

Alabama, Arkansas, Delaware, Georgia, Illinois, Indiana, Iowa, Kansas, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, North Carolina, Oklahoma, South Carolina, Tennessee, Vermont, Virginia, Wisconsin

Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999

855-821-0094

Alaska Arizona, California, Colorado, Connecticut, District of Columbia, Hawaii, Idaho, Kansas, Maryland, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Washington, West Virginia, Wyoming Internal Revenue Service RAIVS Team P.O.Box 9941 Mail Stop 6734 Ogden, UT

855-298-1145

The IRS will mail you a copy of the document you have requested. You will then submit all pages of that document to the Financial Aid & Scholarship Office for review. The document needs to have the student's name and Z-id number written at the top to ensure it goes to the correct file.

If you do not receive the document within a month you should call the IRS to see if there was an error or if something else is holding up the process. 1-800-908-9946 or 1-800-829-1040.