

Option II: Obtaining a hardcopy of IRS Tax Return Transcript

Request a copy online at irs.gov

- Under “Tools” select “Get a Tax Transcript”
- Click “Get Transcript ONLINE” **OR** “Get Transcript by MAIL”
- Follow the prompts and instructions
- ONLINE option should produce a PDF copy of your tax return transcript that you can then fax or email to our office.
- MAIL option will send a copy of your tax return transcript by mail to your address in 5-10 business days. Once received, please fax or email to our office

IRS 4506-T Form Instructions

This form will need to be completed if the student of parent did not file a tax return for 2015. As part of the verification process, our office needs confirmation from the IRS that you are not filing. Not everyone has to complete this form. Only if the IRS 4506-T form is listed in your missing documents, please complete the enclosed IRS 4506-T form.

- Boxes 1-4: Complete appropriate information
- Box 5: Enter address
 - Freed-Hardeman University
Student Financial Services
158 East Main Street
Henderson, TN 38340
- Check box 7: This is authorizing that you want confirmation of your nonfiling status
- Box 9: Enter 12/31/2015
- Check the box above signatures
- Sign and date
- Reference the back of the form for information on where to fax or mail the form based on the state where you live