



BELMONT COLLEGE

Instructions to Request IRS Tax Return Transcript

If students have been selected for verification, you **MUST** request a copy of your 2017 tax return transcript from the IRS. Dependent students are required to submit it for both the student and the parent(s). Independent students are required to submit it for the student and spouse (if you are married).

A **2017 IRS Tax Return Transcript** may be obtained through:

- Get Transcript ONLINE – Go to www.irs.gov, click “Get Your Tax Record.” Then click on “Get Transcript Online”. Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “**IRS Tax Account Transcript**.”
- Get Transcript by MAIL – Go to www.irs.gov, click “Get Your Tax Record.” Then click on “Get Transcript by MAIL.” Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “**IRS Tax Account Transcript**.”
- Automated Telephone Request – **1-800-908-9946**
- Visit the Wheeling, WV IRS Office to pick up your IRS Tax Return Transcript. Call **1-844-545-5640** to schedule an appointment. The nearest office is located at 1100 Main Street, Wheeling, WV.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. Go to www.irs.gov, click "Get Your Tax Record." On the right you will see “Related Forms”. Select “About Form 4506-T”. Select Form 4506-T under “Current Products”. Print and complete the form.
 - Complete the top section of the form, Check the box on line 6a.
 - In item #9, enter 12/31/2017. You can add additional years if you like.
 - Make sure to check and sign the signature box at the bottom of the form.
 - See page 2 for mailing instructions. You must mail the form to the address that corresponds to your home state. Mail the completed form to the IRS address listed on page 2.

If you have any questions, please contact our office.

Financial Aid Office

Belmont College

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Fax: 740-699-3033

E-mail: financialaid@belmontcollege.edu