

### A 2016 IRS Tax Return Transcript may be obtained through:

**Get Transcript by MAIL** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

**Get Transcript ONLINE** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

**Automated Telephone Request** - 1-800-908-9946

**Paper Request Form** - IRS Form 4506-T

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each. The tax return transcript(s) should be free of charge.

### Verification of 2016 Income Information for Individuals with Special Circumstances

#### Individuals Granted a *Filing Extension* by the IRS Must Provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016,
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016,
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016, and
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017.
- If self-employed, a signed, dated statement certifying the amount of the 2016 Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

#### Individuals Who Filed an *Amended IRS Income Tax Return* Must Provide:

- A 2016 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified, and
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

#### Individuals Who Were *Victims of IRS Tax-Related Identity Theft* Must Provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified, and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

#### Individuals Who Filed *Non-IRS Income Tax Returns* Must Provide

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### Return this completed form with any required documentation to:

Requests for additional information will be sent to your [my.waketech.edu](mailto:my.waketech.edu) email address. Please activate your email account and check it regularly.

Southern Wake Campus  
Financial Aid Office  
9101 Fayetteville Road  
Raleigh NC 27603  
F 919.662.3529

Northern Wake Campus  
Financial Aid Office  
6600 Louisburg Road  
Raleigh, NC 27616  
F 919.662.3529

Perry Health Science Campus  
Financial Aid Office  
2901 Holston Lane  
Raleigh, NC 27610  
F 919.662.3529