

INSTRUCTIONS FOR ORDERING TAX DOCUMENTS: Tax Return Transcript, Verification of Nonfiling Status, Wage and Income Transcript (ex: Form W-2, Form 1099)

Tax Return Transcript (TRT) – you have three options:

- Use IRS Form 4506T-EZ found at <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
 - Fill in **Box 1a** through **Box 4**
 - Fill in **Box 5** with your BMCC student ID number
 - Fill in **Box 6 (Year(s) requested)**
 - Check the box: **Signatory attests that he/she has read...**
 - Sign, date, and add phone number
 - **Mail or fax** Form 4506T-EZ to the address listed on the second page of the Form 4506T-EZ for the state you lived in when the return was filed. You should receive the transcript in 3-4 weeks. Once you receive transcript, submit a *copy* to the Financial Aid office at BMCC.

- Order online: **Get Transcript by Mail** <https://www.irs.gov/individuals/get-transcript>
 - Enter: Social Security Number, Date of Birth, Street Address, and ZIP or Postal Code
 - Select *Type of Transcript*
 - **Return Transcript** (Please note this is the ONLY transcript that is acceptable)
 - **Tax Year** (make sure you are selecting the correct tax year for the FAFSA you are filing)
 - **Customer File Number:** Enter your BMCC Student ID Number with no dashes
 - Click on **Continue**. Once you receive the transcript, submit a *copy* to Financial Aid at BMCC.

- Order online: **Get Transcript Online** <https://www.irs.gov/individuals/get-transcript>
 - This option is free, however, a credit card is required for verification purposes.
 - Once you receive transcript, submit a *copy* to the Financial Aid office at BMCC.

Verification of Nonfiling Status

- Use IRS Form 4506-T found at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - Fill in **Box 1a** through **Box 4**
 - Fill in **Box 5** with your BMCC student ID number
 - Check **Box 7 (Verification of Nonfiling)**
 - Fill in **Box 9 – Year or period requested**. Enter the ending date for the year you are requesting, ex. 12/31/2020
 - Check the box: **Signatory attests that he/she has read...**
 - Sign, date, and add phone number.
 - Mail or fax Form 4506-T to the address listed on the second page of the Form 4506-T for the state you lived in when the return was filed. Use the information under **Chart for all other transcripts**. You should receive the status letter in 3-4 weeks. Once you receive the status letter, submit a *copy* to the Financial Aid office at BMCC.

Wage and Income Transcript (or to request your W-2s)

- Use IRS Form 4506-T found at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - Fill in Boxes 1a through 4
 - Fill in Box 5 with your BMCC student ID number
 - Check Box 8 (**Form W-2, Form 1099 series, or Form 5498 series transcript**)
 - Fill in Box 9 – **Year or period requested**. Enter the ending date for the year you are requesting, ex. 12/31/2020
 - Check the box: **Signatory attests that he/she has read...**
 - Sign, date, and add phone number
 - Mail or fax Form 4506-T to the address listed on the second page of the Form 4506-T for the state you lived in when the return was filed. Use the information under **Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)**. You should receive the transcript in 3-4 weeks. Once you receive the status letter, submit a *copy* to the Financial Aid office at BMCC.

Submitting Tax Documents to BMCC:

Email: FinancialAid@bluecc.edu

Mail: BMCC Financial Aid, 2411 NW Carden Ave, Pendleton, OR 97801

Fax: (541)278-5889

In-person: Any BMCC Service Center