

Dear Student,

As part of the verification process, you must provide Moraine Park with a 2012 **Federal Tax Transcript from the IRS** for yourself and your parents (if you are a dependent student).

Verification is a federal requirement whereby schools must verify the information students and their parents provide on the Free Application for Federal Student Aid (FAFSA) to ensure its accuracy. After you turn in all required documents, the Financial Aid Office will compare the information with your FAFSA data, and corrections will be made if errors are found. Since verification must be completed before your federal financial aid can be disbursed, it is vital to send accurate and complete information as quickly as possible.

As you did not transfer tax information directly from the IRS when you completed the FAFSA, the federal government requires you to provide a **Federal Tax Transcript from the IRS** and complete a verification worksheet (included with this letter).

**IMPORTANT: Due to federal regulations, Moraine Park will NOT be able to accept a copy of any filed 1040 form. Only a Federal Tax Transcript from the IRS is acceptable documentation for verification.**

### **How to Obtain a Tax Transcript From the IRS**

There are a number of ways to obtain a copy of your Federal Tax Transcript from the IRS, but there are significant delays involved so please plan ahead:

1. Online request at [www.irs.gov](http://www.irs.gov)
  - a. In the “Tools” section, select “Order a Return or Account Transcript.”
  - b. Click “Order a Transcript”
  - c. Provide the tax filer’s SSN, DOB, Street Address, and Zip Code (these must exactly match the data provided on your tax return)
  - d. Click “Continue”
  - e. In the “Type of Transcript” field, select “Return Transcript” and appropriate year request in the “Tax Year” field.
  - f. If successfully linked, tax filers can expect a paper IRS Tax Return Transcript to be mailed to the specified address within 5-10 days.
2. Telephone Request:
  - a. Automated attendant – 1-800-908-9946
  - b. Live person (not recommended) – 1-800-829-1040 – be prepared to be on hold.
    - i. You may be able to request that the transcript be faxed rather than mailed.
3. Paper Request – IRS Form 4506T-EZ – **MUST BE USED IF YOU MOVED SINCE FILING YOUR TAXES**
  - a. Available via download at [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf) or at [www.morainepark.edu/financial-aid/](http://www.morainepark.edu/financial-aid/) (also included with this document)
  - b. **Do not return to Moraine Park Technical College** – mail or FAX to the Wisconsin address on the back of the form.
4. Visit your local IRS Office:
  - a. [www.irs.gov/localcontacts/index.html](http://www.irs.gov/localcontacts/index.html)
  - b. Be SURE to request a **TAX TRANSCRIPT**, NOT an Account Transcript. Account transcripts will not be accepted.

**You may still go to [www.fafsa.gov](http://www.fafsa.gov) and choose to import your tax data directly from the IRS. This is the fastest option.**

Please visit [morainepark.edu/financial-aid/](http://morainepark.edu/financial-aid/) or call Student Services at 920-924-3207 if you have further questions.

Sincerely,  
Financial Aid