Instructions to Request an IRS Tax Return Transcript using form 4506T

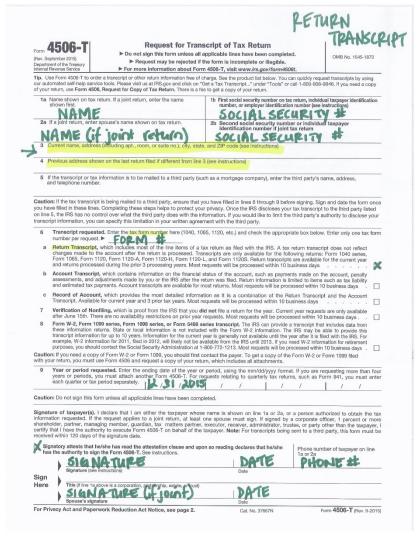
(Please see reverse side for "Confirmation of non-filing" instructions)

- Complete section 1a and 1b
 - o Complete section **2a** and **2b** if you filed a joint tax return
- Complete section 3
 - Complete section 4 if your address has changed since you filed your 2015 taxes
- On section 6 put 1040 in the blank
 - On section a put a check mark at the end of the line
- On section 9 put 12/31/2015
- Put a check in the box above the signature line
- Sign, Date and Phone number
- For Tennessee residents use this fax number 1-855-587-9604, for all others see page 2 of the 4506T form
- The 2015 IRS Return Transcript will be mailed to you
- Please send it to our office. Fax: 731-881-7036; Email: faquestions@utm.edu; Mail or bring to:

Office of Financial Aid and Scholarships 205 Administration Building Martin, TN 38238

EXAMPLE:

PLEASE NOTE: that forms with white out or scratch outs will not be accepted.



Instructions to Request a Confirmation of Non-Filing using form 4506T

(Please see reverse side for "Tax Return Transcript" instructions)

- Complete section 1a and 1b
- Complete section 3
 - Complete section 4 if your address has changed since you filed your 2015 taxes
- On section 7 put a check mark at the end of the line
- On section 9 put 12/31/2015
- Put a check in the box above the signature line
- Sign, Date and Phone number
- For **Tennessee** residents use this fax number 1-859-669-3592, for all others see page 2 of the 4506T form
- The 2015 confirmation of non-filing letter will be mailed to you
- Please send it to our office, Fax: 731-881-7036; Email: faquestions@utm.edu; Mail or bring to:

Office of Financial Aid and Scholarships 205 Administration Building Martin, TN 38238

EXAMPLE:

PLEASE NOTE: that forms with white out or scratch outs will not be accepted.

