

Students who are chosen for Verification must provide tax and income information. This applies to students, their spouse (if applicable) and their parent(s) (if dependent). Please review [StudentForms](#), RCC's Verification web site, to see what documents you must provide.

How to obtain tax information for Verification
Paper Tax Return: Submit a copy of the <i>signed</i> 2023 federal tax return (signed 1040, schedules 1 & 3, if filed)
Get Transcript Online – Go to www.irs.gov , click “Get Your Tax Record.” Click “Sign in to your online account.” Make sure to request the “Return Transcript” and not the “Account Transcript.” This is also available for “Record of Account” and “Wage and Income” transcripts.
Get Transcript by Mail – Go to www.irs.gov , click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and not the “Account Transcript.”
Telephone Request – Call the IRS at 1-800-908-9946. Follow the prompts to request a Tax Return Transcript for 2023.
Paper Request – Go to www.irs.gov , click “Get Your Tax Record.” Click “About Form 4506-T” and then “Form 4506-T.” Include the tax form type (1040) in #6, and fill the #6a box. Enter 12/31/2023 as the year or period requested in #9. Mail or fax to the IRS office listed on the back of the form. This is also available for “Record of Account” and “Wage and Income” transcripts.

Upload required tax documents to [StudentForms](#) or contact your [FinAid Advisor](#) if you're unable to do so.