



## Instructions to Order Tax Documents Financial Aid Office

Blue Mountain Community College  
PO Box 100  
Pendleton, OR 97801  
Phone: (541) 278-5759 - Service Center  
Fax: (541) 278-5889  
Email: [FinancialAid@bluecc.edu](mailto:FinancialAid@bluecc.edu)

### 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 Boxes 1a through 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.
- 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** (select the correct tax year for the FAFSA you are filing)
  - Click on **Continue**
- Request online: **Get Transcript Online** <https://www.irs.gov/individuals/get-transcript>
  - This option is free, however, a credit card is required for verification purposes.

### Verification of Non-Filing Status

- Use IRS Form 4506-T found at <https://www.irs.gov/forms-pubs/about-form-4506-t>
  - Fill in Boxes 1a through 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. *12/31/2018*
  - 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.

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

- Use IRS Form **4506-T** found at <https://www.irs.gov/forms-pubs/about-form-4506-t>
  - 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. *12/31/2018*
  - 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.

#### How to submit any IRS documents received to BMCC:

**In-Person:** Any BMCC Service Center  
**Fax:** (541)278-5889

**Mail:** BMCC, Financial Aid, P.O. Box 100, Pendleton, OR 97801  
**Email:** [FinancialAid@bluecc.edu](mailto:FinancialAid@bluecc.edu)