

Kilgore College Financial Aid Office is authorized to request IRS Tax Transcripts on behalf of students filing a FAFSA. A student may be selected for verification by the Department of Education processing center after a FAFSA is filed. If a student, spouse and/or parent(s) was not able to link the taxes on the FAFSA, then a tax transcript may be required.

A tax transcript must be obtained from the IRS and is not the same as a tax return document. KC Financial Aid can request this transcript from the IRS on your behalf and will receive the transcript(s) within 24-78 hours.

Each tax transcript requested will cost \$4. If tax transcripts are needed for multiple tax years (two FAFSA years), it is \$4 per transcript. If tax transcripts are needed for multiple people (student, spouse, parent(s)), it is \$4 per transcript.

To request a tax transcript:

1. Determine which tax year's transcript is needed – the FAFSA you complete will indicate which tax year information is required and you'll see the document listed for the specific award year in AccessKC Aid
2. Determine whose transcript is needed – login to AccessKC Aid to see which tax transcript is being requested: the student's, the spouse's, and/or one or both parents'
3. Go to the cashier's office on either campus to pay \$4 per tax transcript needed
4. Complete the 4506-T Form (download from the FA Forms page: www.Kilgore.edu/financial-aid-forms)
 - a. The person to whom the transcript belongs MUST complete the form because the IRS requires the legal signature of that person for authorization
5. Submit the receipt and the completed IRS Form 4506-T to the Financial Aid Office
 - a. In-person, email or fax will be accepted – scanned copies must be completely legible
6. The Financial Aid Office will request the transcript records
7. The IRS will send the transcript records to Kilgore College within 24-78 hours
8. Upon receipt, the Financial Aid Office will mark the document(s) 'received' in the student's FAFSA file
9. Once all of a student's documents are received, the Financial Aid Office will verify and complete the file to prepare a student for awarding

For more information or assistance with this process, please call the Financial Aid Office at 903-983-8211 or email finaid@kilgore.edu.