
 Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the 
IRS. UNC STRONGLY prefers you have the transcript mailed to you and that you then submit it to our office. You will 
need to make sure the student’s name and student ID # are on the transcript. 
 

 On line 6, enter “2016” for the 2018
-2019
 FAFSA; “2017” for the 2019
-2020
 FAFSA. 
 

 The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their 
telephone number. Only one signature is required to request a transcript for a joint return. 
 

 Mail or fax the completed IRS Form 4506
-
T
 to the appropriate address (or FAX number) provided on page 2 of Form 
4506
-T. 
 

 You can expect to receive your transcript within 5 to 10 days from the time the IRS receives and processes your 
signed request.