



ACCEPTABLE DOCUMENTATION FOR 2024 TAX INFORMATION

Tax Filers:

- **Request a Tax Return Transcript from the IRS**

1. Go online to [irs.gov](https://www.irs.gov)
2. Select "Get your Tax Record"
3. Select "Get Transcript Online" to request a PDF copy of your Return Transcript
 - a. If you are unable to use "Get Transcript Online", select "Get Transcript by Mail". Please note this option takes 5-10 business days to be mailed.
 - b. If you are unable to use the "Get Transcript Online" and "Get Transcript by Mail", you will need to complete and submit an IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) to the IRS. **Please check box 6a (Return Transcript) and complete form. Refer to page 2 of the form to determine the IRS Office your request should be submitted to.**
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Tax Transcript and submit a copy to our office

or

- ***Signed copy*** of your 2024-1040 Federal Tax Return along with **all schedules**

*** Documents can be uploaded online at **dean.edu/forms**, faxed to 508-541-1941 or mailed to Dean College, Attn: Student Financial Planning, 99 Main Street, Franklin, MA 02038 (**be sure to write student's name and ID number on all documents**) ***