FINANCIAL AID
2012-2013 ACADEMIC SCHOOL YEAR

Mid-Pacific Institute (MPI) awards a limited amount of financial aid to assist families with tuition. MPI uses the independent services of “School and Student Services By NAIS” (SSS) to help assess and process applications for financial aid. SSS provides MPI with a preliminary estimate that each family can contribute toward tuition; and MPI awards a percentage of the SSS-calculated family need. Numerous factors are considered in determining need, including but not limited to family income, size, assets, family debt, number of children attending tuition-charging schools, lifestyle choices, etc.

Financial aid applicants who complete the PFS and provide all financial aid information by the applicable deadlines provided below will have a better opportunity to receive financial aid (based on eligibility) than those applying later, due to the availability of funds.

Please also visit the Financial Aid Frequently Asked Questions (FAQ) Section.

SCHOOL INFORMATION
School Name Mid-Pacific Institute
SSS School Code 1439
Admissions Office (808) 973-5005
Financial Aid Office (808) 973-5001

IMPORTANT DATES

February 15, 2012 (postmark or online submission date) for New Students
PFS due by February 15 at SSS and at Mid-Pacific Institute.

March 1, 2012 (postmark or online submission date) for Returning Students ... NEW DUE DATE
PFS due by March 1 at SSS and at Mid-Pacific.

Early April, 2012
Financial aid award letters mailed in early April to newly accepted students, entering grades 6 to 12, if complete financial aid application received by February 15.

Early May, 2012
Financial aid award letters mailed in early May for newly accepted students, entering kindergarten to grade 5, if complete financial aid application received by February 15. No financial aid is available for preschool students.

Month of April and May, 2012
Financial aid award letters for current financial aid recipients, kindergarten to grade 12, mailed throughout April and May, if complete financial aid application received by March 1.
HOW TO COMPLETE THE PARENTS’ FINANCIAL STATEMENT (PFS) ONLINE  [PRINT FORMS]

(1) Go to the SSS website at sss.nais.org/go/parents.  [LINK TO SSS]
(2) Click on the green “Apply Now” button to enter the PFS Online.
(3) Login to the PFS Online.
   • If applying for the first time, click on the green “Create an Account” button and enter your name, email address, and a password.
   • If applied last year, enter in “Returning Families” section your login information; or click on “forgot your password” if you forgot your login information from last year.
(4) Begin a PFS for academic year 2012-2013 by downloading the PFS Online instruction booklet and refer to on-screen help for guidance.
(5) Submit your PFS and pay the $37 nonrefundable fee.

Only one PFS is required for multiple children and for those applying to other independent schools; however, document requirements differ at all schools. Make two copies of the PFS – one for your records and one for MPI. Remember your password; you will need it to “save” your work-in-progress and to return to the PFS at a later time.

About 24 hours after you have paid for and submitted your PFS online, you will have access to the Manage Documents section of the PFS Online. You can now upload documents (see next section) and view your Family Report that summarizes the information that will be provided to MPI.

If you wish to complete the PFS using the paper form, please call Mid-Pacific Institute’s Admissions Office at (808) 973-5005 or email admissions@midpac.edu for forms.

Mail PFS to: For overnight service, use:
School and Student Services School and Student Services
P.O. Box 449 437 Turnpike Street
Randolph, MA 02368-0449 Canton, MA 02021

HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

(1) Prepare your documents to be uploaded.
   • Make sure the documents are on your computer, each saved as a separate file, each document not more than 1.5 MB in size, and in any of the following formats: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif.
   • Remove any security or password protection you may have on any pdfs and black out any social security numbers.
(2) Go to the PFS Online and login.
(3) Select the academic year 2012-2013 button.
(4) From your PFS Online dashboard, click on the purple “Manage Documents” tab.
(5) On the Manage Documents page, under “Upload Documents,” click “Browse,” then locate the place the document is on your computer.
(6) Click “Upload Documents.”
• Please see below for MPI’s document requirements, which may differ from other schools.
• Once you have uploaded a document, it will NOT appear immediately in the “Received Documents” section on this page.
• It can take up to 72 hours for the document to be received and then validated. Once it appears in the “Received Documents” section, MPI will have access to it.

If you wish to submit documents by mail, send them with a COVERSHEET (found at sss.nais.org/go/coversheet) to:

Mail PFS to: School and Student Services
            P.O. Box 449
            Randolph, MA 02368-0449

For overnight service, use:
School and Student Services
437 Turnpike Street
Canton, MA 02021

Contact SSS Customer Service at (800) 344-8328 with any questions.

**REQUIRED DOCUMENTS**
Mail required documents as noted below:

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTS</th>
<th>SUBMIT ONLINE OR MAIL TO SSS</th>
<th>MAIL TO MPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFS (Parents’ Financial Statement)</td>
<td>X</td>
<td>X [Copy]</td>
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<tr>
<td>• If submitting PFS online, do not mail original to SSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If submitting paper-form PFS, mail original to SSS</td>
<td></td>
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<tr>
<td>Mid-Pacific Institute Financial Aid and Scholarship Application (Gray Form) – <em>included in this packet</em></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Complete 2011 Federal income tax return, signed and dated (including all schedules)</td>
<td>X</td>
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<td>Other 2011 tax returns, such as S-Corps, Partnerships, and Corporations for which you receive K-1s</td>
<td>X</td>
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<td>All 2011 W-2s and 1099s</td>
<td>X</td>
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<td>Business/Farm Statement (if applicable)</td>
<td>X</td>
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<tr>
<td>Copies of your last paycheck statements</td>
<td>X</td>
<td></td>
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<tr>
<td>Real property tax assessments (for all residential and investment real estate owned)</td>
<td>X</td>
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</tr>
<tr>
<td>Form 4506-T (signed and undated) – <em>included in this packet</em></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Financial aid award letters for 2011-2012 school year for all children attending private schools and colleges/universities</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Non-custodial parent’s PFS and all applicable items as instructed above (if applicable)</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
When mailing any of the above required documents to SSS, please use a COVER SHEET (found at sss.nais.org/go/coversheet).

**MAILING ADDRESSES**

- School and Student Services
  P. O. Box 449
  Randolph, MA 02368-0449
- Financial Aid Office
  2445 Kaala Street
  Honolulu, HI 96822

* A mail-drop box is available at Mid-Pacific Institute’s Admissions Office (Cottage K) for after-hours delivery.

**DIVORCED OR SEPARATED PARENTS**

Mid-Pacific considers that both parents have an obligation to contribute to the extent they can to their children’s educational expenses. Assets and income of both natural parents are taken into account. Mid-Pacific cannot be bound by the assertion that one parent has disclaimed legally or otherwise any responsibility for educational expenses. If either parent has remarried, income of the step-parent will be considered, keeping in mind that obligation of that step-parent to his or her natural children. If either parent lives in a household with another adult, Mid-Pacific may consider the assets and income of that person, depending on circumstances. In view of this, both natural parents and their current spouses need to fill out a separate PFS form.

**NON-DISCRIMINATION POLICY**

Mid-Pacific Institute, in the administration of its programs, does not discriminate on the basis of race, color, national or ethnic origin, religion or gender, in administering its educational or admissions policies, financial aid, athletic or other programs.

The process of admissions and financial aid are unrelated, and the need for financial aid will not affect admission to Mid-Pacific Institute.

Financial assistance will be considered based on demonstrated financial need, availability of funds, academic performance, personal behavior, and information provided on the PFS. With current families, Mid-Pacific also considers tuition payment history. Continuation of financial aid is contingent upon a satisfactory record of grades, citizenship, and community-service and/or school-service work performance.

# # # # #
**SCHOLARSHIPS**

A number of scholarships are also available for exceptional students who excel in the arts, academics, or athletics. These scholarships are both merit- and need-based. Details are found on the first page of each scholarship application. **The deadline for all scholarship applications is January 31, 2012, and the required financial aid application is due on February 15, 2012.**

Should you need more information, please contact the Office of Admissions at 973-5005 for details regarding the following:

- Masaichi Imoto Memorial Scholarships
- The Carlier C. Wheeler Mathematics Scholarship
- The Geraldine Putnam Clark Scholarship for the Visual Arts
- The Byron Hipp Memorial Scholarship [ & Byron's Journal: Required reading for this scholarship]
- MPI Alumni Association Scholarships  (new prospective students only)
- The Benjamin Y. Sekiya Scholarship
- Michael and Joanne Wood Scholarship  (new prospective students only)
- Don’t forget to send out two recommendation forms for each scholarship to which you are applying and include a stamped/addressed envelope for each recommendation form.

# # # #
FREQUENTLY ASKED QUESTIONS (FAQs)

Financial aid and scholarships are awarded each year to a limited number of students to assist their families with tuition. The following are some frequently asked questions:

1: Should I apply for financial aid?
A: Private school education is the responsibility of the family. With that being said, families should first evaluate all resources available to them and try to maximize earnings and alter spending habits. Would your family be able to pay approximately $1,800 per month, for ten months, for your child’s education? If no, your family may be a candidate for financial aid.

2: How do I apply?
A: (1) For new students applying at Mid-Pacific Institute, check off the financial aid box on the last page of the admissions application form, or call 973-5005, or email the Admissions office at admissions@midpac.edu, and financial aid information will be mailed to you.
(2) For students at Mid-Pacific currently receiving financial aid, apply online at www.sss.nais.org.
(3) All other students may pick up financial aid packets at the following offices: Elementary School, the Middle School, Damon Hall, Admissions, or apply online at www.sss.nais.org and follow the instructions.

The financial aid packet contains the information from School and Student Services program provided by the National Association of Independent Schools (SSS), an independent service that Mid-Pacific Institute utilizes. Parents are required to complete the SSS Parents’ Financial Statement (PFS) application preferably online at www.sss.nais.org or by mailing the original directly to SSS in Randolph, MA. Mid-Pacific Institute’s financial aid application packet explains in detail other documentation (such as Federal 1040 income tax returns, W-2s, etc.) that is required by the school, and where these documents should be sent. We recommend that the PFS form be completed online as results are sent to the school quicker and the cost for parents lower.

3: How does the school determine financial need?
A: The School and Students Services By NAIS (SSS) uses a formula nationally accepted among independent schools to analyze need and provides a preliminary estimate of a family’s ability to contribute to educational expenses. SSS provides Mid-Pacific with a report of the family’s finances. Mid-Pacific uses the “Estimated Family Contribution” figure from SSS to rank the relative need of the family applying for our limited financial aid resources. Mid-Pacific awards only a percentage of the SSS-calculated family need.

There is no preset income figure that qualifies a family for aid. Numerous factors are considered in determining need, including but not limited to family size, assets, debt, and number of children in tuition-charging schools or colleges, as well as care responsibility for an elderly parent. The school looks at the application, and it differentiates between necessary expenses and money spent for lifestyle choices. The school does not provide financial aid to make up for “lifestyle” expenditures that could have been directed to education.
4: What should I do if I’m not sure whether I can afford the tuition and whether I should apply at Mid-Pacific?
A: It is usually best to start the admissions application process before applying for financial aid. Your child may be eligible for financial aid; however, you may miss the admissions deadline or all openings may become filled before you begin the admissions application process.

5: What if I have more than one child attending Mid-Pacific?
A: Parents with more than one child at Mid-Pacific Institute should apply for financial aid for both children. Families with multiple children at Mid-Pacific are given financial aid consideration.

6: What if I have children at other tuition-charging schools?
A: Other (kindergarten through grade twelve) private school tuitions you pay are figured into the calculations of need. In order to receive aid from Mid-Pacific, parents must apply for aid at all schools their children attend. College tuition money is regarded as an investment rather than educational expense, as it pays for itself in higher income levels quite rapidly. For this reason, both parents and students frequently take out federally subsidized loans, in addition to the direct aid that is available at the college level.

7: Do you offer financial aid for pre-school students (three- and four-year-olds)?
A: NO. Due to the small student-teacher ratio, Mid-Pacific is unable to offer financial aid to the pre-schoolers.

8: Are there scholarships other than the usual financial aid?
A: Yes. There are scholarships at Mid-Pacific for exceptional students who excel in the arts, athletics, or academics ~ the Alumni, Clark, Hipp, Imoto, Sekiya, Wheeler, and Wood scholarships ~ all of which are both merit- and need-based. These scholarships are not awarded to students whose families can afford the full tuition.

9: Do I need to complete the Mid-Pacific Financial Aid and Scholarship Application (Gray Form)?
A: Yes. When submitting your financial aid information, the document checklist is a good tool to ascertain that all necessary documents required by SSS and Mid-Pacific are being provided. In addition, the questions regarding the student’s interest, membership in clubs or organizations, etc., help with some of the endowed scholarships and eligibility criteria.

10: What if my family can’t afford the SSS fee?
A: Call the Admissions Office at (808) 973-5005, and a determination will be made whether your family’s income level qualifies for a fee waiver. If so, you will be given a fee waiver code that can be used in lieu of a check or credit card payment. Because the supply of fee waivers is limited, all requests may not be honored.

11: Does applying for financial aid reduce chances of admission?
A: Mid-Pacific’s Admissions Committee and Financial Aid Committee are independent of each other. Applying for financial aid has no bearing upon the admissions process. While Mid-Pacific is committed to meeting the demonstrated need of accepted students, there is a limited amount of aid available.
12: Do I need to reapply for financial aid each year?
A: Yes, unless your family’s circumstances allow you to cover tuition costs in full. As long as your financial need continues, the school will continue to try to assist you. Adjustments will be made each year for tuition increases, changes in your family’s financial picture, availability of financial aid funds, and the number of applicants.

13: Will my child’s financial aid award change from year to year?
A: Financial aid is recalculated each year using information from the current Parents’ Financial Statement. If there is little or no change in the financial circumstances, a family can generally expect awards to remain at approximately the same level. The financial aid awards, however, may be affected by the total funds budgeted and the number of applicants.

14: Are students who receive financial aid required to do “scholarship” work?
A: No, not “scholarship” work but school-service or community-service is required. In the past, financial aid and scholarship recipients were required to do “scholarship” work. The policy has been changed whereby all students attending Mid-Pacific Institute (preschool, kindergarten, and grades 1-12) are now required to do some school-service or community-service work.

15: Are there exceptions to the above policy?
A: Requests for consideration of extenuating circumstances (such as a missing parent or one who has not provided support and has not been in contact with the family for at least two years) should be explained in writing. Documents from an official source, such as a family doctor, attorney, social worker, employer, clergy, etc., explaining the location, involvement, etc., of the non-custodial parent would be required.

16: What should I do if I have copies of all the required documents for the school, except my Federal 1040 income tax return?
A: You should submit your copy of the PFS and all documents to SSS or Mid-Pacific’s Financial Aid Office. Your child’s name will then be entered onto the financial aid list and will be acted upon when all documents are received. It should be noted that the financial aid will not be granted until the Federal 1040 income tax return is received.

17: Do I mail the IRS Form 4506-T to the Internal Revenue Service?
A: No, the signed (and undated) form is sent to SSS.

18: When would I be notified of the financial aid award?
A: Parents of new incoming middle and high school students will be notified of financial aid awards in early April before the parents’ admissions decision date of April 15 (if financial aid application was completed on time). Parents of kindergarten through grade 5 students will be notified in early May of the financial aid award (if the financial aid application was completed on time). Parents of returning students will be notified in April/May (provided that the financial aid application was completed on time).

19: Are there any conditions for a financial aid award?
A: Yes. The financial aid recipient must maintain a satisfactory record of grades and citizenship. In addition, tuition payment history by parents may affect financial aid awards.

20: If a student is not receiving financial aid, could he or she apply for financial aid during the second semester of the school year?
A: Yes. Parents or guardians should go to the Admissions Office to request a financial aid packet. The parents should complete the PFS (Parents’ Financial Statement) and submit the original PFS plus all requested documents (Federal 1040 income tax return, W-2s, etc.) to Mid-Pacific’s Financial Aid Office. If financial aid funds are available (due to the departure of a student or students who received financial aid), a financial aid award may be made for the second semester.

21: In financial emergencies, what should I do?
A: The parents should contact the Business Office at (808) 973-5018 if a family financial emergency should occur.

For information, participation in the Tuition Refund Plan (TRP) offers tuition-payment protection for (1) the departure of your child for any reason, including medical, withdrawal, or dismissal during the school year; and (2) the death of a parent who is listed on the tuition contract. Under this plan, a percentage of the unused portion of the tuition for school days remaining (less financial aid awarded) is paid by TRP to the school. (Please note that depending on the circumstance, an outstanding tuition balance may remain.)

22: Do I have to repay the financial aid received?
A: No. Families are not expected to repay the financial aid awards. After the students who received financial aid begin their professional careers, Mid-Pacific would hope that the student/family would contribute monetarily to support its programs through the Annual Fund, Capital Campaign, Endowment, etc.

23: Can a family appeal for additional aid if the amount of award is insufficient?
A: Yes. Appeals may be submitted with whatever additional information is available regarding the financial situation of the family. The written request should explain what has changed since the PFS was submitted and why reconsideration should be made, along with proper documentation.

24: Are there payment plans or loans available?
A: In addition to a lump-sum payment, the school has plans that allow families to spread the cost over two or ten payments. Low-interest educational loans are available through special programs run by some banks, credit unions, and various financing companies that can be found on the internet (“loans for private elementary and secondary school education”).

25: What should I do if I need to turn in our tuition contract and deposit and I don’t know what the financial aid amount is?
A: Turn in the tuition contract and deposit with a note indicating that you have applied for financial aid. If you are on the FACTS plan, you will be notified of your new monthly deduction if financial aid is awarded.
26: Would I lose the deposit if the financial aid amount is insufficient and my child goes to a public school?
A: No. Your deposit will be refunded if you are unable to afford the tuition after the financial aid is applied to the total amount due and your child attends a public school or a private school with a lower net tuition. (Net tuition would be the private school tuition, less any financial aid or scholarship.) A copy of your child’s class schedule or other document from a public school or a copy of the tuition notification from a private school would be required in order to receive a full deposit refund.

27: What if I have additional questions?
A: Contact the Financial Aid Office at (808) 973-5001. We will do our best to help.

Mid-Pacific Institute does not discriminate on the basis of race, color, national or ethnic origin, religion or gender in administering its educational or admissions policies, financial aid, athletic and other programs.

01/05/2012
Mid-Pacific Institute FINANCIAL AID APPLICATION and SCHOLARSHIP APPLICATION

Please use this form to submit requested financial aid documents ~ one form per child. Thank you!

PLEASE SUBMIT TO MID-PACIFIC INSTITUTE THE FOLLOWING:
[ DO NOT STAPLE; please use paper clips. ]

- Copy of SSS Parents Financial Statement (PFS)
- Mid-Pacific Financial Aid Application (This GRAY form)
- Other tax returns, such as S-Corps, Partnerships, Corporations (K-1s) for 2011
- Copies of last paycheck stubs or statements
- Real property tax assessments (for all real estate owned)
- Financial aid award letters from other schools (2011-2012 School Year)

PLEASE SUBMIT TO SSS THE FOLLOWING:

- 2011 Federal 1040 income tax return, signed & dated, with ALL schedules
- All 2011 W-2s and 1099s
- Business and Farm Statement (if applicable)
- Form IRS 4506-T (signed; undated)

Parent Contact: ____________________________________________

Phone Numbers: ________________________________
[Work] [Cell] [Home]

Email Address: (1) ____________________________________________
(2) ____________________________________________

Mid-Pacific has several endowed scholarships that fund financial aid for students. Several scholarships request ethnicity. To assist the Financial Aid Committee, please list your child’s ethnicity, starting with greatest percentage to least:

(1) ____________________________ (4) ____________________________
(2) ____________________________ (5) ____________________________
(3) ____________________________ (6) ____________________________

What are your child's interests and special talents? Please identify items below (#1=highest interest to #5=lowest):

- Math________________________
- Science_____________________
- Technology__________________
- Performing Arts________________
- Visual Arts__________________
- Literature/English_____________
- International Relations________
- Sports________________________
- Other________________________

Is your child a member of any community organizations or Mid-Pacific Institute clubs? Please list below:

(1) ____________________________
(2) ____________________________
(3) ____________________________

Maximum parent can pay for Mid-Pacific Institute tuition per child/per year?

$___________________________ ← DO NOT LEAVE THIS BLANK!

Comments: ____________________________________________
__________________________________________

A partial scholarship is available for an incoming ninth grade student who lives in Central Oahu (specifically Kunia, Wahiawa, or Whitmore). Does your child live in any of these locales? If yes, where?

Student has applied for the following scholarships: ☐ Alumni ☐ Clark (Visual Arts) ☐ Byron Hipp ☐ Masaichi Imoto ☐ Sekiya ☐ Carlier Wheeler

NOTE: Incomplete financial aid applications will not be reviewed by the Financial Aid Committee.

[ PLEASE TURN OVER ]
Complete and frank information is required in order that this financial aid application can be given full and accurate consideration.

Full Name of Father or Male Guardian (Circle: Father or Guardian)  ______Last ______First ______M.I. ______Age

Full Name of Mother or Female Guardian (Circle: Mother or Guardian)  ______Last ______First ______Age

Parents are:  

☐ Married  ☐ Divorced  ☐ Separated  

☐ If divorced, decree on ______Separation since ______

☐ Never married  ☐ Other ______

If separated or divorced, with whom does child reside?  ______Is custodial parent single, remarried, or living with someone ______

How many are totally or mainly dependent on family income?  

☐ No. of Adults  ☐ No. of Children/Dependents  ☐ No. of Other ______

List names of all dependent children in family, including applicant(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>2011-2012 School / College</th>
<th>2011-2012 Grade</th>
<th>2011-2012 Tuition Amount</th>
<th>2011-2012 Financial Aid</th>
<th>Number of Years at Mid-Pacific</th>
</tr>
</thead>
<tbody>
<tr>
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Has financial aid been requested for all other children in private schools for 2012-2013?  _____Yes  _____No

Has financial aid been requested for all children in college?  _____Yes  _____No

Attach copies of documents indicating amounts of financial aid received for 2011-2012 school year from other private schools or colleges.

List members of family who have been Mid-Pacific Institute students:

I (we) certify that the information provided in this application is true and correct to the best of my (our) knowledge and belief. Mid-Pacific Institute has my (our) permission to verify all information reported, and I (we) agree to provide additional information to Mid-Pacific Institute if the school deems it necessary.

All documents submitted become the property of Mid-Pacific Institute and cannot be returned.

Parent/Guardian  

Signature: ____________________________ Date: ____________ Parent/Guardian  

Signature: ____________________________ Date: ____________

(Must be signed by both parent/guardian whose names are listed above.)
**Request for Transcript of Tax Return**

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1a</td>
<td>Name shown on tax return. If a joint return, enter the name shown first.</td>
</tr>
<tr>
<td>1b</td>
<td>First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)</td>
</tr>
<tr>
<td>2a</td>
<td>If a joint return, enter spouse’s name shown on tax return.</td>
</tr>
<tr>
<td>2b</td>
<td>Second social security number or individual taxpayer identification number if joint tax return</td>
</tr>
<tr>
<td>3</td>
<td>Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)</td>
</tr>
<tr>
<td>4</td>
<td>Previous address shown on the last return filed if different from line 3 (See instructions)</td>
</tr>
<tr>
<td>5</td>
<td>If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party’s name, address, and telephone number. The IRS has no control over what the third party does with the tax information.</td>
</tr>
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**Caution.** If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

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<th>Line</th>
<th>Description</th>
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<tr>
<td>7</td>
<td>Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.</td>
</tr>
<tr>
<td>8</td>
<td>Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days.</td>
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</tbody>
</table>

**Caution.** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.</td>
</tr>
</tbody>
</table>

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

**Telephone number of taxpayer on line 1a or 2a**

**Signature (see instructions)**  
**Date**

**Title (if line 1a above is a corporation, partnership, estate, or trust)**

**Sign Here**

**Spouse’s signature**  
**Date**

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
### General Instructions

**Purpose of form.** Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

**Tip.** Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

**Where to file.** Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different RAIVS teams, send your request to the team based on the address of your most recent return.

**Automated transcript request.** You can quickly request transcripts by using our automated self help-service tools. Please visit us at IRS.gov and request transcripts by using our automated self help-service tools. You can quickly request transcripts by using our automated self help-service tools.

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### Chart for individual transcripts (Form 1040 series and Form W-2)

<table>
<thead>
<tr>
<th>State/Region</th>
<th>RAIVS Team</th>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida, Georgia (After June 30, 2011, send your transcript requests to Kansas City, MO)</td>
<td>RAIVS Team</td>
<td>P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335</td>
</tr>
<tr>
<td>Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address</td>
<td>RAIVS Team</td>
<td>512-460-2272</td>
</tr>
<tr>
<td>Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin</td>
<td>RAIVS Team</td>
<td>Stop 37106 Fresno, CA 93888</td>
</tr>
</tbody>
</table>

### Chart for all other transcripts

<table>
<thead>
<tr>
<th>State/Region</th>
<th>Mail or fax to the “Internal Revenue Service” at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address</td>
<td>RAIVS Team</td>
</tr>
</tbody>
</table>

### Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Note.** If the address on Lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

**Line 6.** Enter only one tax form number per request.

**Signature and date.** Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected.

**Individuals.** Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

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### Corporations

Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

**Partnerships.** Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

**All others.** See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

**Documentation.** For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

### Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: Learning about the law or the form, 10 min.; Preparing the form, 12 min.; and Copying, assembling, and sending the form to the IRS, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE.W:CAR:IMP:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see Where to file on this page.