



KAMEHAMEHA SCHOOLS®

The **IRS Form 4506-T, Request for Transcript of Tax Return**, allows KS to request a copy of your filed tax return from the IRS. It is required to complete your application, regardless of your tax filing status. Follow the instructions below to complete your 4506-T, and be sure to submit the form along with all other required documents before the deadline date. Print clearly using blue or black ink.

- Line 1a. Enter taxpayer's name. If it is a joint return, enter the name shown first on your tax return. The name must match the name listed first on the tax return.
- Line 1b. Enter the social security number of the taxpayer listed in #1a.
- Line 2a. If you filed a joint return, enter spouse's name as shown on the tax return. The name must match the name listed second on the tax return.
- Line 2b. Enter the social security number of the taxpayer listed in #2a.
- Line 3. Enter your current address here. If you use a PO Box, include it on this line.
- Line 4. Enter the address shown on your 2013 tax return if it is different from the address entered on line 3.
- Line 5. If no information is listed here, enter the following:
Kamehameha Schools – FASS
567 S. King St Suite 102, Honolulu, HI 96813 Tel: (808) 534-8080
- Line 6. If this is blank, enter **1040** in the space provided.
- Line 9. If no date is listed, enter **12/31/2013**
- Signature: A signature of the taxpayer whose name is shown on line 1a or 2a is required.
- Date: Do not date the form; KS will date the form

Upon completing the steps above, submit your Form 4506-T along with your other required documents to SSS or you may upload your documents electronically. Do not submit this instruction sheet. If you are mailing your documents, be sure to use the SSS Required Documents Cover Sheet to ensure proper handling.