

## IRS Tax Return Transcript Process

Tax filers can request a transcript, free of charge, of their 2016 tax return from the IRS. Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and tax filing status for mortgage applications, student and small business loan applications, and during tax preparation. You can download and print your transcript immediately, or request the transcript be mailed to you.

### Online Request:

([www.irs.gov](http://www.irs.gov)) On the website, click "Get Your Tax Record."

#### Immediately view and print your transcript:



- If you have not already created an account you will need to do so.
  - Enter the tax filer's First name, Last name, Email, and confirm email- an email confirmation code will be sent to you (may take a few minutes) enter code then click verify confirmation code.
- Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return. (However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.)
- You will need to create username, Password, and answer a series of verification questions.
- Once signed in: specify reason for request "Higher Education/Student Aid"
  - Selecting this will highlight Return transcript -select 2016
- Return transcript will load- you will then need to print, and submit to the Financial Aid office.

#### Transcript by Mail:



- Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return. (However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.)
- Click "Continue"
- In the **Type of Transcript** field, select "Return Transcript" and in the **Tax Year** field, select "2016."
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included on their online request, within **5-10 days** from the time the on-line request was successfully transmitted.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

### Telephone Request:

IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS

- Available from the IRS by calling **1-800-908-9946**
- Tax filers must follow prompts to enter their Social Security Number and the number in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. (However, if an address change has been completed through the US Postal Service, the IRS may have an updated address on file.)
- Select "**Option 2**" to request an IRS Tax Return Transcript, and then enter "**2016.**"
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5-10 days from the time the IRS receives the request.