



TRUTH. TRAINING. TRANSFORMATION.

IRS Instructions for Obtaining Transcripts of Tax Returns

1. You may request a tax transcript using the IRS automated request system. Phone **1-800-829-1040** (7:00am-10:00pm) and follow the options listed below:
 - Option 2 (Personal Tax Account)
 - Option 2 (Personal Tax Account) (In response to second set of options)
 - Enter your Taxpayer ID Number (SSN, ITIN, or EIN)
 - Option 3 (Transcripts)
 - Enter the Numbers in your street address
 - Enter the year of the Return you are requesting

-OR-

2. You may request a tax transcript by mail. Complete **FORM 4506-T** which is the *REQUEST FOR TRANSCRIPT OF TAX RETURN* and mail it to the address indicated on the form. (Form 4506-T is available on-line at <http://www.irs.gov/pub/irspdf/f4506t.pdf>)

Your transcript(s) will be mailed within 10 to 15 days.

***** Important Notice: Be sure to sign and date the transcript before sending it to the Office of Financial Aid. Unsigned transcripts are invalid and will be returned for your signature. *****

For more information on obtaining an actual **copy** of your tax returns, visit the following link <http://www.irs.gov/taxtopics/tc156.html> and complete Form 4506.