

<http://www.mcckc.edu/pdf/FinancialAid/IRSTaxTranscript.pdf>

IRS Tax Return Transcript Online Request

Available on the IRS Web site at <http://www.irs.gov/Individuals/Get-Transcript>

A 2014 IRS Tax Return Transcripts may be obtained through the:

Online Request

1. Go to www.irs.gov.
2. Under the Tools heading click on the “Get Transcript of Your Tax Records.”
3. Click “Get Transcript ONLINE” or “Get Transcript by MAIL.”
4. Create an account by providing: Name, email address, Social Security Number and answers to some security questions.
5. Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
6. Click on any year that is hyperlinked and a PDF will open in the same screen.

IRS2Go App

- Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
- Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

In most cases, for electronic tax filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after 2014 electronic IRS income tax return has been accepted by the IRS.

Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

IRS Tax Return Transcript Telephone Request

Available from the IRS by calling 1-800-908-9946

Tax filers must follow prompts to enter their SSN and the numbers in their street address. Generally these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.

Select “Option 2” to request an IRS Tax Return Transcript, and then enter:

- For 2015-2016 FAFSA, select Tax Year = 2014
- For 2014-2015 FAFSA, select Tax Year = 2013

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 to 10 days from the time the IRS receives the request. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

IRS Tax Return Transcript Paper Request

IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.

1. Download the form at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
2. Complete lines 1 – 4, following the instructions on page 2 of the form.
Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on line 4. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
3. Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.
4. On line 6, enter:
 - “2014” to receive IRS tax information for the 2014 tax year that is required for the 2015-2016 FAFSA.
 - “2013” to receive IRS tax information for the 2013 tax year that is required for the 2014-2015 FAFSA.
5. The tax filer (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number.
Only one signature is required to request a transcript for a joint return.
6. Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.

Tax filers can expect to receive their transcript within 30 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.