

OPTION

2

If the student and/or parent is unable or chooses not to use the IRS Data Retrieval Tool, the student and/or parent will need to request a transcript free of charge from the IRS. You may use the following methods for obtaining an IRS Tax **Return** Transcript:

Online	Telephone	Online (mail request)	Paper Request
<p>Go to www.irs.gov</p> <p>Under the tools heading on the IRS Homepage click "Get A Tax Transcript." Click "Get Transcript ONLINE." Make sure to request the IRS Tax Return Transcript and NOT the IRS Tax Account Transcript.</p> <p>Follow the prompts to request your transcript. You will want a tax return transcript. You will be able to print your transcript. You will then need to forward the transcript on to the financial aid office.</p> <p>The mail option will allow you to receive your transcript by mail in 5 to 10 days. You must forward the tax return transcript to the office of financial aid.</p>	<p>Call IRS at 1-800-908-9946. You will be prompted to enter your Social Security Number and street address.</p> <p>You will need to use the primary tax filer's (first person on the return) name and social security number.</p> <p>Select Option 2 to request an IRS tax return transcript and enter the year 2015.</p> <p>If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days. You must then forward the transcript onto the financial aid office.</p>	<p>Go to www.irs.gov</p> <p>Under the tools heading on the IRS Homepage click "Get A Tax Transcript." Click "Get Transcript BY MAIL." Make sure to request the IRS Tax Return Transcript and NOT the IRS Tax Account Transcript.</p> <p>Follow the prompts to request your transcript. You will want a tax return transcript.</p> <p>If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days. You must then forward the transcript onto the financial aid office.</p>	<p>Download a PDF for the 4506T-EZ at http://www/irs.gov/pub/irs-pdf/f4506tez.pdf</p> <p>Complete lines 1-6, sign and date the form. Sign your name exactly like it is on the tax return.</p> <p>Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of the IRS Form 4506T-EZ.</p> <p>Note: If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.</p>

If you are unable to get the IRS Information because of special circumstances (ie: amended tax return, identity theft) - Please contact the Financial Aid Office