

**Instructions for requesting an IRS Tax Return Transcript:**

If **you filed 2016 income taxes** and are unable or choose not to use the IRS Data Retrieval Tool through FAFSA you may request an IRS Tax Return Transcript by using one of the three options:

1. Get a Transcript Online

1. Go to the IRS website [www.irs.gov](http://www.irs.gov)
2. Select *Get My Tax Record*
3. Click on the blue *Get Transcript ONLINE* button
4. First time users follow the steps to create an account. Returning users should log in using the user name and password previously created.
5. Once logged in select *Higher Education/Student Aid* from the drop down box as the reason you need a transcript
6. From the options given to you select the 2016 Return Transcript
7. Your Return Transcript will open in a separate window. If it does not, you may need to change the pop-up setting on your browser

2. Get a Transcript by Mail

1. Go to the IRS website [www.irs.gov](http://www.irs.gov)
2. Select *Get My Tax Record*
3. Click on the blue *Get Transcript by MAIL* button
4. Enter the primary tax payer's information; hit the grey *Continue* button (If you filed jointly with your spouse, tax account data is listed under the SSN of the primary taxpayer shown on your tax return.)
5. In the drop down box select Return Transcript and 2016
6. Hit the grey *Continue* button
7. If successfully validated, you can expect your requested Tax Return Transcript within 5 to 10 business days

3. Telephone Request

1. Available from the IRS by calling 1-800-908-9946
2. Follow the prompts to enter the primary tax payer's SSN and the numbers in their street address. Generally, the address that was used on the latest tax return filed with the IRS (If you filed jointly with your spouse, tax account data is listed under the SSN of the primary taxpayer shown on your tax return.)
3. Select *Option 2* to request an IRS Tax Return Transcript and then enter 2016
4. If successfully validated, you can expect your requested Tax Return Transcript within 5 to 10 business days

4. Paper Request Form—IRS Form 4506T-EZ or IRS Tax form 4506-T

1. Download at the appropriate form at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> (4506-T) or <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf> (4506T-EZ)
2. Complete the form and mail or fax the completed form to the appropriate address (or Fax number) provided on page 2. (If using form 4506-T make sure you select option (a) under section 6 for a "Tax Return Transcript")

**Note: If you are requesting an IRS Tax Return Transcript from the IRS you must use the address currently on file with the IRS. Generally, the street address and ZIP Code on the latest tax return filed with the IRS by the tax filer.**