

STUDENT FINANCIAL SERVICES REQUESTS FOR IRS DOCUMENTS 2015 - 2016



Instructions for Obtaining Transcripts or Verification of Non-filing – Choose 1, 2, or 3 below.

1. Call 1-800-829-1040 and request a transcript by the automated system.

Please follow the options listed below:

- > Option 2 (Personal Tax Account)
- > Option 1 (Forms You Have Already Filed)
- > Option 2 for Tax Transcript
- > Enter Your SSN
- > If Number Repeated is correct, Press 1
- > Enter the Numbers in your street address
- > Option 2 (Receive Tax Transcript)
- > Enter the Year of the Return you are requesting
- > If Number Repeated is correct, Press 1

(Ex: For the current academic year 2014-2015, enter 2013)

2. Online Request – Go to www.irs.gov, under the Tools heading on the Tools heading on the IRS homepage, click “Get Transcript of Your Tax Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”

3. 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>

4. If you have never filed a return, you must request a Letter of Non-Filing by completing Form 4506T, request for transcript of Tax Return, and mail it to the address indicated on the form or fax it to the number indicated. You should receive your transcript within 5-10 days.

Form 4506T is available online <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> or in the Student Financial Services office at either campus.

For more information see the IRS website at www.irs.gov.