

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

IRS Tax Transcript Online Request

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

A **2017 IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE" or "Get Transcript by MAIL."

Create an account by providing: Name, email address, birthdate, Social Security Number and answers to some security questions.

Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
Click on any year that is hyperlinked and a PDF will open in the same screen.

- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS.

Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2017 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 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.

Request an IRS Tax Return Transcript,
For 2018-2019 FAFSA, select Tax Year = 2016
For 2019-2020 FAFSA, select Tax Year = 2017

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 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.

Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

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.

Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.

On line 6, enter:

“2016” to receive IRS tax information for the 2016 tax year that is required for the 2018-2019 FAFSA.

“2017” to receive IRS tax information for the 2017 tax year that is required for the 2019-2020 FAFSA.

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.

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.

IRS Verification of Non-Filing Request

Independent students who did not file a 2017 tax return must obtain a Verification of Non-Filing letter from the IRS. If student's spouse did not file a 2017 tax return, a Verification of Non-Filing letter must be obtained from the IRS. If a dependent student's parents did not file a 2017 tax return, a Verification of Non-Filing Letter must be obtained from the IRS for each parent who is included on the FAFSA.

The requests must be dated on or after October 1, 2018. See IRS web site: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Complete lines 1 – 4, following the instructions on page 2 of the form.

Check box 7 and mail form 4506T to the IRS.

Most requests will be processed within 10 business days.