



IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their 2014 tax return from the IRS in one of three ways.

1) Online Request

- Available on the IRS website at www.irs.gov.
- On the main home page under TOOLS click "Get Transcript of your Tax Records"
- Click "Get Transcript Online"
- You must create an account to sign in to the IRS system
- Enter the tax filer's Social Security Number, date of birth, street address and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click "Continue"
- In the reason for the request, select "**Higher Education/Student Aid**"
- Under Tax Return Transcript, select whichever tax year we are requesting.
- The Tax Return Transcript will then pop up on your screen. Print and send to the Keuka College Financial Aid Office.

2) Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select "Option 2" to request an IRS Tax Return Transcript and then enter "2014"
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 days from the time the IRS receives the request.

NOTE: IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS

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3) Paper Request Form – IRS Form 4506T-EZ

- Download a PDF of IRS Form 4506T-EZ 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 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 US 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. **NOTE: Keuka College will not accept the tax transcript directly from the IRS; it must be received from the student.**
- On line 6, enter “2014” to receive IRS tax information for the 2014 tax year that is required for the 2015-2016 FAFSA.
- The tax filers (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 tax 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 5 to 10 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.