

Three Ways to Request Your 2016 IRS Tax Return Transcript

Prior to requesting a tax transcript you should attempt to obtain the appropriate tax information from the IRS through the FAFSA correction process. This can be done by using your FSA ID number and selecting the “IRS Data Retrieval Option” which will add your tax data to your FAFSA automatically. If your parent’s tax information is needed, your parent’s FSA ID number must be used. Otherwise, please follow one of the procedures below:

Online Request:

1. Go to the IRS website at <http://www.IRS.Gov/Individuals/Get-Transcript>.
2. Select “Get Transcript On Line.”

If your request was validated you can expect to receive the transcript at the provided address within 5 to 10 days. You cannot choose to have the transcript request sent directly to a third party.

Telephone Request:

1. Call the IRS at 1-800-908-9946
2. You will need to enter your social security number and numbers in your street address that was used on your filed tax return.
3. Select “**Option 2**” to request **IRS Tax Return Transcript** and enter “**2016.**”

If your request was validated you can expect to receive the transcript at the provided address within 5 to 10 days. You cannot choose to have the transcript request sent directly to a third party.

Paper Request Form - IRS Form 4506T-EZ:

1. Download form at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
2. Complete lines 1 through 4. Be sure to use the address that you filed with the IRS.
3. Line 5 gives you the option to have the request sent directly to the Financial Aid Office:

SUNY Ulster County Community College / Attn: Financial Aid Office
491 Cottekill Road
Stone Ridge, N.Y. 12484
(845) 687-5058

If your request is for a parent you will need to contact our office 10-15 days after mailing the request so we can identify who the financial aid applicant is since the names may be different.

4. On line 6 enter “2016.” The tax filer must sign and date the form and provide a telephone number. Only one signature is needed.
5. You can mail or fax the request: Mailing address and fax number are located in the directions section of the form.

Tax filers can expect to receive their transcript within 5 - 10 days from the time the IRS receives and processes signatures on the provided request.