

## Three Ways to Request Your 2015 IRS Tax Return Transcript

Please note: The IRS Data Retrieval link is no longer available through FAFSA

### 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 "2015."

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: (This is also how to request a Confirmation of Non-Filing Letter)

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 "2015." 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.