



## Nazareth College

### 2016 IRS Tax Return Transcript Request Instructions

Tax filers can request an Internal Revenue Service (IRS) Tax Return Transcript of their 2016 IRS tax return from the IRS, free of charge, in one of four ways.

#### 1. Online Request

##### (Receive transcript by mail)

- Available on the IRS Web site at [www.irs.gov](http://www.irs.gov).
- At IRS homepage, click “**Get My Tax Record**”.
- Click “**Get Transcript by MAIL**”. Make sure to request the “IRS Tax Return Transcript and ***NOT*** the “IRS Tax Account Transcript.”
- Enter the tax filer’s Social Security number, Date of Birth, Street Address, and ZIP Code or Postal Code. Use the address currently on file with the IRS. Generally, the Street Address and ZIP Code will be what was included on the latest tax return filed with the IRS by the tax filer. However, if an address change has been completed either directly with the IRS or with the U.S. Postal Service, the IRS may have the updated address on file, which must be used. For a joint tax return, use the primary tax filer’s information.
- Click “Continue”.
- In the **Type of Transcript** field, select “**Return Transcript**” and, in the **Tax Year** field, select “**2016**”.
- Click “Continue”.
- If successfully validated, tax filers receive a paper IRS Tax Return Transcript at the address included in their online request generally within 10 business days from the IRS’s receipt of the online request.
- IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

**OR**

#### 2. Automated 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, the Street Address and ZIP Code will be what was included on the latest tax return filed with the IRS by the tax filer. However, if an address change has been completed either directly with the IRS or with the U.S. Postal

Service, the IRS may have the updated address on file, which must be used. For a joint tax return, use the primary tax filer's information.

- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2016.**”
- If successfully validated, tax filers receive a paper IRS Tax Return Transcript generally within 10 business days from the IRS's receipt of the telephone request.
- IRS Tax Return Transcripts requested by telephone cannot be mailed to an address other than the address on file with the IRS.

## OR

### 3. Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

- 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 on file with the IRS. It is the address where the IRS Tax Return Transcript will be sent. Include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed either directly with the IRS or with the U.S. Postal Service, the IRS may have the updated address on file, which must be used. For a joint tax return, use the primary tax filer's information.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the Transcript from the IRS. Institutions may have difficulty matching a parent's incoming IRS Tax Return Transcript to the aid applicant, as the last names may be different.
- On line 6, enter “**2016**” to receive tax information for the 2016 tax year that is required for the 2018-2019 FAFSA.
- The tax filers must sign and date the form and enter their telephone number. Transcripts of jointly filed tax returns may be requested by either spouse. Only one signature is required. Sign the IRS Form 4506T-EZ or 4506-T exactly as your name appeared on the original tax return. If you changed your name prior to submitting your tax return, also sign your current name.

- Mail or fax the completed IRS Form 4506T-EZ or 4506-T to the appropriate address (or FAX number) provided on page 2 of IRS Form 4506T-EZ or 4506-T.
- Tax filers can expect to receive their IRS Tax Return Transcript generally within 10 business days from the time the IRS's receipt of the paper request form
- NOTE: Processing IRS Form 4506T-EZ or 4506-T means verifying/validating the information provided on the form. If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

## OR

### 4. **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>