**IRS Tax Return Transcript Request Process**

Tax filers can request a transcript, free of charge, of their federal tax return transcript for the current academic year required from the IRS in one of three ways.

NOTE: Please do not request to have the Tax Transcript sent directly to Rio Hondo as a third party request. Since we cannot look up by parent social security numbers we cannot identify who the tax return belongs to.

**Online Request -**Available on the IRS website at www.irs.gov

•In the Online Services section of the homepage click Get transcript of your tax records

•Click on Get transcript online

•Create an account

•Click on appropriate year

•You will now be able to view your transcripts and print them.

**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 U.S. Postal Service, the IRS may have the updated address on file.

•Select Option 2 to request an IRS Tax Return Transcript and then enter the year you are requesting.

•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 five 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.

**Paper Request Form – IRS Form 4506T-EZ**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 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. Do not use this option as it will be difficult for The Office of Financial Aid and Scholarships to match a parent’s incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

•On Line 6, enter the year you are requesting to receive IRS tax information.

•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 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 five 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.