

Instructions for IRS Tax Return Transcript:

Please include the student's ID# on all tax documentation.

2016 IRS Tax Return Transcript Online

- Go to IRS.gov
 - Get your tax record
 - Click the medium blue link "Get Transcript ONLINE"
 - On next page, Create Account or Log in if a returning user.
 - Follow through the next steps...
 - You will need to print the **2016** Tax Return Transcript
 - Please include the student's ID# on all tax documentation

2016 IRS Tax Return Transcript Online By Mail

- Go to IRS.gov
 - Get your tax record
 - Click the medium blue link on the right "Get Transcript by Mail"
(Read the notice and click ok, if in agreement.)
 - On next page, please submit your information exactly the same as you used when filing your taxes. Click the continue box.
 - Use the dropdown arrow to select "Return Transcript".
 - Use the dropdown arrow to select "**2016**".
 - Please include the student's ID# on all tax documentation

2016 Automated Telephone Request

- 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request. Please include the student's ID# on all tax documentation

Instructions for W2's:

2016 W2's

- Please submit a copy of the W2's that you used to file your 2016 taxes (The total amount of the W2's should equal the amount listed as "wages, salaries, tips, etc..." on the Tax Return Transcript. If you filed jointly we will need the W2's for both persons.)