

# Request a FREE 2015 TAX RETURN TRANSCRIPT

## Request for Parent Tax Return Transcript

- You have been selected for verification by the federal processing center. In order for us to complete this process, we will need a copy of your parent's federal tax transcript (we are not able to accept federal 1040 tax returns).
- If your parents are married and filed separately or not married but living together; please provide both parents' tax return transcripts.

Federal Student Aid  
U.S. DEPARTMENT OF EDUCATION

### Data Retrieval (Recommended)

- ❖ Go to [www.fafsa.gov](http://www.fafsa.gov) and click on make a correction. Before financial information, click on blue rectangle that says "Link to IRS".

### Print Tax Return Transcript Now

- ❖ Visit [www.irs.gov](http://www.irs.gov) – Under Tools tab, click "Get a Tax Transcript"; then "Get Transcript Online".
  - To create an account, you must have either a personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and a mobile phone with your name on the account.
  - IRS will send user a confirmation code via email and an authentication code via text. Email contains one-time code user will use to "Get Transcript Online" – immediately receive tax return transcript.

### MAIL – IRS Form 4506T

- ❖ Request for Tax Return Transcript.
- ❖ IRS forms are available online at [www.irs.gov](http://www.irs.gov).

### CALL – 1.800.908.9946

- ❖ Tax filers must follow the prompts and enter the following information:
  - Social Security number.
  - The street address that was listed on the latest tax return filed.
  - Select "**Option 2**" to request an **IRS Return Transcript.**
  - Select "**2015**" for the tax year.

### IRS Office – La Crosse, WI

- ❖ Schedule an appointment by calling 608.785.0246
- ❖ La Crosse Post Office, 2nd Floor, 425 State Street, La Crosse, WI.
- ❖ This service is free and you will receive your transcript immediately.
- ❖ Be sure to request a Tax Return Transcript.

(See Back Page for Additional Information)



## Additional Information

- If you are married and you and your spouse filed *separate* **2015** tax returns, you must submit a tax return transcript for both you and your spouse. The same applies if both parents filed a separate **2015** tax return.
- Please do NOT request to have your transcript sent directly to the Office of Student Financial Aid from the IRS.
- Requesting your transcript to be mailed online may take 5-10 days from the date requested. ***Paper Requests require 3-4 weeks.***
- If your **2015 W-2 forms** are being requested, you may also **request a Wage and Income Transcript.**
- **Note:** If you have an **Amended Tax Return**, you will need to **request both** the **IRS Tax Return Transcript** and the **IRS Tax Account Transcript (Record of Account)**. You can do this by following the steps above, once requesting the **Tax Return Transcript** and a second time by requesting the **IRS Tax Account Transcript**.

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## Potential problems that may cause you to NOT be able to request/receive an IRS Tax Return Transcript:

- If you owe money to the IRS, you will not be eligible to request a Tax Return Transcript until that balance is paid in full. (Including 2015 and prior tax years)
- If you are having problems with your address not matching please go to [www.usps.com](http://www.usps.com) (United States Postal Service)
  - Click on "Look Up a Zip Code"
  - Click "Find"
  - Enter your address into the search criteria
  - Use the "Full Address" shown on your taxes