Request a FREE 2015 TAX RETURN TRANSCRIPT



Print Tax Return Transcript Now

- Visit <u>www.irs.gov</u> 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 <u>https://www.irs.gov/pub/irs-pdf/f4506t.pdf</u>

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 844.545.5640
- 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.

Additional Information

- If you are married and you and your spouse filed *separate* <u>2015</u> 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.