

## How to Obtain a 2015 IRS Federal Tax Return Transcript

(For Tax Filers who are unable to transfer tax data using the IRS Data Retrieval link in the FAFSA)

In most cases, for electronic tax filers; a **2015 IRS Federal Tax Return Transcript** may be requested from the IRS within 3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Federal Tax Return Transcript** may be requested within 6 weeks after the 2015 paper IRS income tax return has been received by the IRS.

**Important – please be sure to order a Tax Return Transcript, not an Account Transcript. An Account Transcript cannot be used to satisfy verification requirements.**

To receive a Tax Return Transcript online or by mail:

- Go to [www.irs.gov](http://www.irs.gov)
  - Under “Tools” select “Get A Tax Transcript”
  - You will be presented with two options:
    1. **“Get Transcript Online”** – To print and view transcript immediately
      - You will be required to create an account and authenticate your identity.
      - To register for this service, you need:
        - i. SSN, date of birth, filing status and mailing address from latest tax return
        - ii. Access to your email account
        - iii. Your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan and,
        - iv. A mobile phone with your name on the account
      - Request **Tax Return Transcript**
    2. **“Get Transcript By Mail”** – 5-10 day delivery to address on file.
      - Request **Tax Return Transcript**

Other Options to request IRS Federal Tax Return Transcript include:

- Toll free telephone line
  - 800-908-9946
  - After you hear the description of transcripts offered, select Option 2 “transcript of your tax return”
  - Self-service; 5-10 calendar day delivery to the address on file
- IRS2Go – Mobile App
  - Available for Android and iOS (Apple) mobile devices
  - 5-10 calendar day delivery to the address on file
- Form 4506-T – Paper request
  - Form can be found at [www.irs.gov](http://www.irs.gov)
  - Request transcript to be sent to home address; send to Augustana once received
  - Up to 10 business days to process request and send transcript to the specified address