

IRS Tax Return Transcript Information:

A **2015 IRS Tax Return Transcript** may be obtained through:

- Online Request – Go to www.irs.gov . Under the Tools heading on the IRS homepage, click on the “Get a tax transcript” option. You can choose between two options:
 - Get Transcript by Mail- transcripts arrive in 5 to 10 calendar days at the address on file
 - Get Transcript ONLINE – requires creation of an account with personal identifiers
- Telephone Request – 1-800-908-9946
- Paper Request form – IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s)** must be provided for each.

**** Verification of 2015 Income Information for Individuals with Unusual Circumstances ****

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A signed copy of the IRS Form 1040X that was filed;
- A signed copy of the original return that was filed or a tax return transcript; **and**
- Transcript obtained from the IRS that list tax account information.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Data Base View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

***If you are a victim of IRS tax-related identity theft, be sure to contact the IRS Identity Protection Specialized Unit at 800-908-4490.**

Individuals Who Filed Non-IRS Income Tax Returns

An individual who filed or will file a 2015 income tax return with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government must provide:

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer’s income and tax information required to be verified for tax year 2015; **or**
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the 2015 income tax return(s).