

IRS Tax Return Transcript and IRS Record of Account Request Process

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.

IRS Tax Return Transcripts requested by telephone cannot be mailed to an address other than the address on file with the IRS.

Paper Request Form . IRS Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript

Download a PDF for the 4506T-EZ at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf> and complete lines 1 . 4, following the instructions on page 2 of the form.

Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the IRS Tax Return Transcript from the IRS. Third parties should provide specific address information including a room #, ATTN lines, names, etc. so that the transcript is delivered to the appropriate person/office. The IRS will send the transcript only to the address listed on Line 5. The IRS will not mail a copy of the transcript to the tax filer, nor will the tax filer receive notification that the transcript was sent to the designated third party.

On line 6, enter the year to receive tax information for the tax year that is required for that years FAFSA® verification.

The tax filer must sign and date the form and enter their telephone number. Sign the IRS Form 4506T-EZ exactly as your name appeared on the original tax return. If you changed your name prior to submitting your tax return, also sign your current name.

Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of IRS Form 4506T-EZ.

Tax filers can request a transcript of their tax return information for the year that is required for that years FAFSA® verification.

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