

Tax Return Transcript Request Instructions, 2017-2018

Tax filers can request a transcript of their 2015 tax return, free of charge, from the IRS by one of the below methods.

Helpful Tip: It is strongly encouraged that you have the 2015 tax form in front of you to ensure you enter the address exactly as it is on the form. If you are unsuccessful after attempting two of these options, please email our office at financialaid@morainepark.edu for further assistance.

Telephone Request

Available from the IRS by calling **1-800-908-9946**

Important Note: If you filed taxed jointly with your spouse, you will need to complete the request using the primary taxpayer's information first.

- You will need to enter your Social Security number (SSN), your street address, the tax year requested, and the type of transcript requested.
- At the prompt, select number 2 for tax return transcript.
- Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you.
- **Submit the tax return transcript to Moraine Park with the student's name and identification (N) number on the transcript.**

Request Transcript Online or by Mail (You could receive transcript immediately to 5-10 days)

Available from the IRS at www.irs.gov/Individuals/Get-Transcript

- To use **Get Transcript by Mail**, you need your Social Security number (SSN) or your Individual Tax Identification Number (ITIN), date of birth, and address from your latest tax return. Follow the prompts to request your tax return transcript for 2015.
- Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you.
- **Submit the tax return transcript to Moraine Park with the student's name and identification (N) number on the transcript.**
- To Use **Get a Transcript online**, you need your email account and access to your personal banking information. You will create an account first and then follow the prompts to request your tax return transcript for 2015. You will have the transcripts immediately.

Paper Request Form – IRS Form 4506T-EZ (Receive within 5-10 days)

Available via download at www.irs.gov/ or at www.morainepark.edu/financialaid/

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the tax filer's street address and zip or postal code. Use the address currently on file with the IRS.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. **Do not have your Tax Return Transcript sent directly to Moraine Park.**
- Line 6: in the Tax Year field, **enter "2015"**.
- Mail or fax the completed IRS Form 4506T-EZ to the address (or FAX number) provided on page 2 of Form 4506T-EZ.
- **Submit the tax return transcript to Moraine Park; make sure to include the student's name and identification (N) number on the transcript.**

Please visit morainepark.edu/financial-aid/, email financialaid@morainepark.edu, or call Student Services at 920-924-3207 if you have further questions.