

Mitchell College

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How to order a 2016 IRS Tax Return Transcript:

*Tax filers can request a 2016 **Tax Return Transcript**, free of charge, from the IRS. You will need the following information: **social security #, date of birth, your street address and zip code as it appears on your latest tax return filed with the IRS**. If you filed a joint tax return, use the **primary tax filer's** (the first person listed on the tax return) information to request the tax return transcript. Please choose the order method that works best for you:*

1) Online Request- Get Transcript by MAIL:

- a. Go to www.IRS.gov
- b. Under the Tools heading of the IRS homepage click on "**Get a Tax Transcript**"
- c. Click on "**Get Transcript by MAIL**"
- d. Acknowledge the disclosure pop up box that appears by clicking "**OK**"
- e. Complete the required fields then click "**Continue**"
- f. Type of Transcript; select "**Return Transcript**" for **2016**. (DO NOT request the "Account Transcript")

If successfully validated, tax filers can expect to receive their tax return transcript within 5-10 days.

IRS transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

2) Online Request- Get Transcript ONLINE:

- a. Go to www.IRS.gov
- b. Under the Tools heading of the IRS homepage click on "**Get a Tax Transcript**"
- c. Click on "**Get Transcript ONLINE**"
- d. Acknowledge the disclosure pop up box that appears by clicking "**OK**"
- e. Complete the required fields then click "**Continue**"
- f. Type of Transcript; select "**Return Transcript**" for **2016**. (DO NOT request the "Account Transcript")

3) Automated Telephone Request:

- a. Call the IRS at **1-800-908-9946**

If successfully validated, tax filers can expect to receive their tax return transcript within 5-10 days.

4) Paper Request:

- a. Print the **IRS form 4506T-EZ** from www.irs.gov .
- b. **Complete line 1-4**, following the instructions on page 2 of the form.
- c. **Line 5** provides tax filers with the option to have their IRS Tax Return Transcript **mailed directly to a third party** by the IRS. The IRS will send the transcript only to the address listed on line 5. The IRS will not mail a copy to the tax filer, nor will the tax filer receive notification that the transcript was sent to the third party.
- d. **Line 6**, enter “**2016**”.
- e. The **tax filer must sign, date and enter their telephone number**. Sign your name exactly as your name appeared on the original tax return
- f. **Mail or fax** the completed IRS Form 4506T-EZ to the appropriate address provided on page 2 of the form.

If successfully validated, tax filers or the third party can expect to receive the tax return transcript within 10 business days from the time the IRS receives and processes their signed request.

If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

This method could delay the verification process and is not recommended.

If any of the two circumstances fit you; you will not be able to order a 2016 Tax Return Transcript following the “Instructions” below. Please provide the information as it relates to your circumstances.

- 1) **If the student and/or the parent(s) were Victims of IRS Tax-Related Identity theft**- Submit the following: **1) Tax Return Database View (TRDBV) transcript** (To order call the IRS at 1-800-908-4490) **2) a statement signed & dated by tax filer indicating he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.**
- 2) **If the student and/or the parent(s) filed or will file a Non-IRS income tax return for 2016 – A. Guam, Commonwealth (Puerto Rico or Northern Mariana Islands) or U.S. Virgin Islands; please submit a signed copy of your 2016 Income Tax Return that was filed. OR B. American Samoa; please submit a copy of your 2016 tax account information. OR C. Foreign Tax Authority not mentioned above; please submit a signed copy of your 2016 Income Tax Return that was filed. If you are charged a fee, please provide documentation of charge as well.**

****If you need assistance, please contact the IRS customer service at (800) 829-1040 or visit your local IRS office****