

IRS Tax Return Transcript Request Process for Financial Aid Verification

Note: The quickest way to submit an official 2015 IRS tax data is to use the IRS Data Retrieval Tool (DRT)<https://www.youtube.com/watch?v=9ZNRdk3iXeM> to link official IRS tax data to your FAFSA.

Requesting a Tax Return Transcript

Tax Filers can request a transcript at no charge, of their federal tax return for the 2015 tax year. You can request a transcript online, by telephone or mail. Once you and/or your parent has received the IRS Tax Return Transcript, please indicate your BSU student ID# on the top page and submit them directly to the Office of Financial Aid via:

Fax

301-860-3549

Or

Mail

BSU-Office of Financial Aid
14000 Jericho Park Road
Bowie, MD 20715

Online Request, Get Transcript:

Get Transcript, <https://www.irs.gov/individuals/get-transcript> is an online IRS service to provide access to an electronic copy of an official IRS transcript

Welcome to Get Transcript   

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You can get various [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request.

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Get Transcript ONLINE 	Get Transcript by MAIL 
What You Need To register and use this service, you need: <ul style="list-style-type: none">• your SSN, date of birth, filing status and mailing address from latest tax return,• access to your email account,• your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and• a mobile phone with your name on the account.	What You Need To use this service, you need your: <ul style="list-style-type: none">• SSN or Individual Tax Identification Number (ITIN),• date of birth, and• mailing address from your latest tax return
What You Get <ul style="list-style-type: none">• View, print or download your transcript• Transcript types available online• Username and password to return later	What You Get <ul style="list-style-type: none">• Transcripts arrive in 5 to 10 calendar days at the address we have on file for you• Transcript types available by mail

Visit our [Get Transcript frequently asked questions \(FAQs\)](#) for more information.

- Get Transcript, by Mail typically delivers transcript in 5-10 calendar days via postal mail to the address of record.
- Get Transcript Online, provides PDF version of transcript for users to view, print, and/or save. Additional authentication is required to establish a user account. A tax filer who is not able to successfully register for the Get Transcript Online will be able to request a tax return transcript using another method.

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Telephone Request:

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed either through the IRS or the US Postal Service, the IRS may have the updated address on file. For a joint tax return, use the primary tax filer's social security number, date of birth, street address, and zip or postal code.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2015**”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript or an IRS Tax Account Transcript, whichever was requested, 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.

Request Tax Transcript by Paper Request Form – IRS Form 4506T-EZ:

IRS Form 4506T-EZ <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf> should be used only when requesting an IRS Tax Return Transcript.

- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through either the IRS or the US Postal Service, the IRS may have the updated address on file.
- 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 Transcript or not. Some institutions may have difficulty matching a parent's incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

- On line 6, enter “2015” to receive tax information for the 2015 tax year that is required for the 2017-2018 FAFSA.
- The tax filers must sign and date the form and enter their telephone number. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign the Form 4506T-EZ exactly as your name appeared on the original return. If you changed your name, 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 Form 4506T-EZ.
- Tax filers can expect to receive their transcript within 10 business days from the time the IRS receives and processes their signed request. NOTE: Processing Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.