

**Section 11: How to Request a Tax Return Transcript**

A Tax Return Transcript from the IRS is required for the 2018-19 FAFSA verification. Tax filers can request a transcript of their 2016 tax return, free of charge, from the IRS in 1 of 3 ways:

- Online
- By Telephone
- By Paper

For 2018-2019, use the table below to determine the general timeframe when you request a transcript for a 2016 Form 1040, 1040A, or 1040EZ return filed on or before April 15, 2017. Availability varies based on the method you used to file your return and whether you have a refund or balance due.

<b>When your original return shows a ...</b>	<b>and you filed <i>electronically</i>, then</b>	<b>and you filed on <i>paper</i>, then</b>
refund amount or no balance due,	allow 2-3 weeks after return submission before you request a transcript.	allow 6-8 weeks after you mailed your return before you request a transcript.
balance due, and you paid in full with your return,	allow 2-3 weeks after return submission before you request a transcript	the IRS processes your return in June, and you can request a transcript in mid- to late June. <b>Note:</b> the IRS processes all payments upon receipt.
balance due, and you paid in full after submitting the return,	allow 3-4 weeks after full payment before you request a transcript.	
balance due and you didn't pay in full,	the IRS processes your return in mid-May, and you can request a transcript by late May.	

**Online Request** - Available at [www.irs.gov](http://www.irs.gov)

- Click on "**Get My Tax Record**"
- Click "**Get Transcript Online**" (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by Mail, see below)
- Follow instructions for creating an account or log in.
- Select "**Tax Return Transcript**" (not "Tax Account Transcript") and in the Tax Year field, select "**2016**".
- Sign and submit the tax return transcript to Nueta Hidatsa Sahnish College; make sure to include the student’s name and NHSC on the transcript.

**OR**


- Click on "**Get My Tax Record**"
- Click "**Get Transcript by Mail**"
- Follow instructions.
- Select "**Return Transcript**" (not "Account Transcript") and in the Tax Year field, select "**2016**".

- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5 to 10 days.
- Sign and submit the tax return transcript to Nueta Hidatsa Sahnish College; make sure to include the student's name and NHSC on the transcript.

### **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. (Problems entering your street address?)
- Select "**Option 2**" to request an IRS Tax Return Transcript (not "Tax Account Transcript") and then enter "**2016**".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the tax return transcript to Nueta Hidatsa Sahnish College; make sure to include the student's name and NHSC on the transcript.

**Paper Request Form – IRS Form 4506T** <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> or **4506T-EZ** <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf> 

- Complete lines 1 – 4, following the instructions on page 2 of the form, use blue or black ink.
- Line 3: enter the tax filer's street address and zip or postal code. Use the address currently on file with the IRS. (Problems entering your street address?)
- 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 Nueta Hidatsa Sahnish College.
- Line 6: in the Tax Year field, **enter "2016"**.
- The tax filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint tax return transcript.
- The IRS will not process a transcript request if you cross out any error that you made when filling out the Tax Transcript Request; instead print out a new request and return the properly completed and signed to the IRS.
- Mail or fax the completed IRS Form 4506T-EZ to the address (or FAX number) provided on page 2 of Form 4506T-EZ.
- If the 4506T-EZ information is successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided on their request within 5 to 10 days.
- Sign and submit the tax return transcript to Nueta Hidatsa Sahnish College; make sure to include the student's name and NHSC on the transcript.

### **MAIL**

Nueta Hidatsa Sahnish College  
PO Box 490/220 College Drive  
New Town, ND 5873

**FAX** (701) 627-2781

### **Fixing Address Matching Problems When Ordering Online**

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word “street” rather than using the abbreviation “st.” can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

### **Troubleshooting Problems**

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn’t work, try using the standardized version of your address.
  - To get a **standardized version of your address**: 1) go to [www.usps.com](http://www.usps.com) 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).

### **Transcript Types**

The IRS offers the following transcript types at no charge to the student and his or her parent(s):

- **Tax Return Transcript** - shows most line items including your **adjusted gross income (AGI)** from your original tax return (Form 1040, 1040A or 1040EZ) as filed, along with any forms and schedules. It doesn’t show changes made after you filed your original return. This transcript is only available for the current tax year and returns processed during the prior three years. A tax return transcript usually meets the needs of lending institutions offering mortgages and student loans. **Note:** the secondary spouse on a joint return must use Get Transcript Online or Form 4506-T to request this transcript type. When using Get Transcript by Mail or phone, the primary taxpayer on the return must make the request.
- **Tax Account Transcript** - shows basic data such as return type, marital status, adjusted gross income, taxable income and all payment types. It also shows changes made after you filed your original return. This transcript is available for the current tax year and up to 10 prior years using Get Transcript Online or Form 4506-T. When using Get Transcript by Mail or phone, you’re limited to the current tax year and returns processed during the prior three years. **Note:** If you made estimated tax payments and/or applied an overpayment from a prior year return, you can request this transcript type a few weeks after the beginning of the calendar year to confirm your payments prior to filing your tax return.
- **Record of Account Transcript** - combines the tax return and tax account transcripts above into one complete transcript. This transcript is available for the current tax year and returns processed during the prior three years using Get Transcript Online or Form 4506-T.
- **Wage and Income Transcript** - shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. Current tax year information may not be complete until July. This transcript is available for up to 10 prior years using Get Transcript Online or Form 4506-T.
- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year. This letter is available after June 15 for the

current tax year or anytime for the prior three tax years using Get Transcript Online or Form 4506-T. You must use Form 4506-T if you need a letter for tax years older than the prior three years.

**Note:** A transcript isn't a photocopy of your return. If you need a copy of your original return, complete and mail Form 4506, Request for Copy of Tax Return, along with the applicable fee.