



Tax Return Transcript Request

Some students who complete a Free Application for Federal Student Aid (FAFSA) will be selected for a process called **verification**. Many of these students need to verify their own income and tax information for a specific tax year. In addition, income and tax information for the student's spouse (if the student is married) or for the student's parents (if the student is considered "dependent") may be required. **The college cannot complete verification and disburse aid until all required information is received and reviewed.**

DOWNLOAD YOUR TAX RETURN TRANSCRIPT ONLINE

Visit <https://www.irs.gov/individuals/get-transcript> to download your Tax Return Transcript.

To register and use this service, you need:

- Your social security number, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your credit card number or account number from an auto loan, mortgage, home equity loan **or** home equity line of credit, and
- a mobile phone with your name on the account.

REQUEST A TAX RETURN TRANSCRIPT ONLINE TO BE MAILED TO YOU

To obtain a Tax **Return** Transcript visit: <http://www.irs.gov>

- Under the Tools section on the IRS homepage, click "Get A Tax Transcript"
- Click "Get Transcript by MAIL"
- Provide the filer's Social Security Number or an individual Tax Identification Number (TIN), date of birth, and address from your latest tax return
- Request the "Tax **Return** Transcript" – **NOT** the "Tax Account Transcript" – for the specified year

Get Transcript by
MAIL

- Transcripts arrive in 5 to 10 calendar days at the address IRS has on file for you
- [Transcript types](#) available by mail
- You can Get Transcript by Mail [en Español](#)

* The IRS never sends email requesting you to obtain, upload or access your transcripts. If you receive such an email, please forward it to the fraud group at phishing@irs.gov.

REQUEST A TAX RETURN TRANSCRIPT BY PHONE, IN PERSON OR PAPER

Contact the IRS by calling 1-800-908-9946. Tax filers must follow prompts to enter their social security number and the street address number listed on the latest tax return filed. Request an IRS Tax **Return** Transcript and then enter the appropriate year. Note: If successfully validated, tax filers can expect to receive a paper IRS Tax **Return** Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request. IRS Tax **Return** Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

To obtain transcripts in person, please contact the nearest IRS office to set up an appointment at 1-844-545-5640. The Hartford IRS office is located at 135 High St. Hartford, CT. You can also submit a Paper Request Form to the IRS to obtain the transcript. The forms are: IRS Form 4506T-EZ or IRS Form 4506-T.

AVAILABILITY OF IRS AND TAX RETURN TRANSCRIPTS

The majority of electronic tax return filers will have IRS Tax Return Transcript information available for the within 2-3 weeks after their electronic tax returns has been accepted by the IRS. Availability takes 6-8 weeks for mailed-in paper tax return filers. Additional time may be required if income tax is owed.

Plan ahead – File your taxes early to allow for sufficient time to complete financial aid processes.

Special Cases: *(Contact the Financial Aid Office at your college if you require additional assistance)*

- If the student or parent made a mistake on the FAFSA and will not file, simply correct the information online. Log into www.FAFSA.ed.gov, select "Make FAFSA Corrections," and update as needed.
- Notify the Financial Aid Office if you, the student (if married) or your parents (if you are a dependent student) had a **change in marital status** after December 31, 2015, or if any **married tax filer filed separately**.
- If an **amended** (i.e., changed) IRS income tax return has been or will be filed, provide a signed copy of the IRS Form 1040X "Amended US Individual Income Tax Return" **AND** an IRS Tax Return Transcript showing the information of the original Tax Return that was filed.
- For IRS filing **extensions**, provide a copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," **AND** copies of all IRS Forms W-2 for each source of employment income, **AND/OR**, if self-employed, a signed statement certifying the estimated amount of Adjusted Gross Income (AGI).
- For victims of **IRS tax-related identity theft**, provide a Tax Return Database View (TRDBV) transcript **AND** a signed and dated statement about the situation and affirming the IRS is aware of the problem.
- Victims of tax-related ID theft should call the IRS Identity Protection Specialized Unit at 1-800-908-4490.

MCC FINANCIAL AID OFFICE

Phone: 860-512-3380/Fax: 860-512-3381