

Obtaining an IRS Tax Transcript

Tax Transcript- If you are unable to use the IRS Data Retrieval Tool you must submit a Tax Transcript from the IRS to our office. Most requests are processed within 10 days. To request:

Online Request

- Available on the IRS website at www.irs.gov.
- In the **Online Services** section of the homepage click "Order a Tax Return or Account Transcript".
- Click "Order a Transcript".
- Enter the tax filer's SSN, date of birth, street address and zip code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed.
- In the **type of transcript field**, select "Return Transcript" and in the **tax year field**, select "2011".
- If successfully validated, 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.
- Tax transcripts cannot be sent directly to a third party by the IRS. Once received, send directly to the Financial Aid Office.

Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their SSN and street address.
- Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "**2011**".
- If successfully validated, 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.
- Tax transcripts cannot be sent directly to a third party by the IRS. Once received, send directly to the Financial Aid Office.

Paper Request Form – IRS Form 4506T-EZ

- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
- You may list Northland College as a third party receiver for the tax transcript, however if the name differs from what we have on file, there may be a delay in matching the records.
- Complete the form in its entirety and mail or fax to the appropriate address or fax number provided on page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their transcript within 5-10 days from the time the IRS receives and processes their signed request. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.