

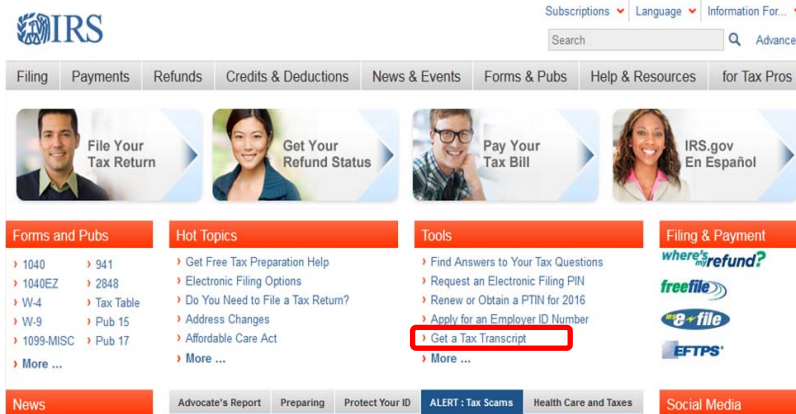
IRS TAX TRANSCRIPT GUIDE

Not eligible for the IRS Data Retrieval Tool? The IRS Transcript request is **fast, easy, convenient, and secure!**

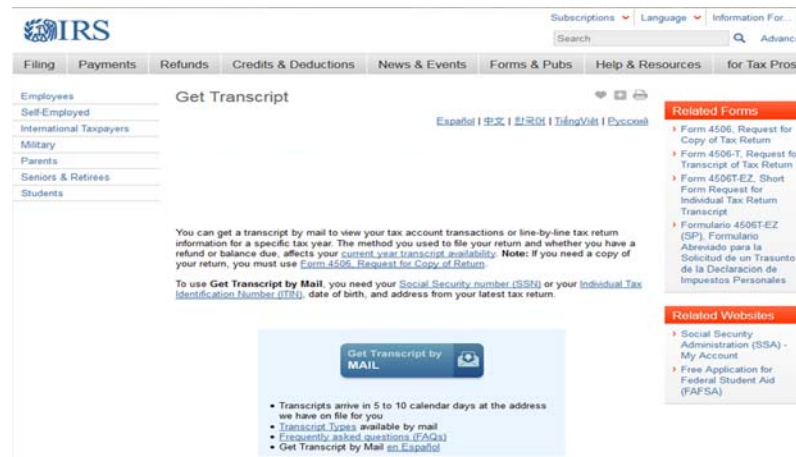
Request Your Tax Return Transcript Online



Go to www.irs.gov. Under Tools, select “Get a Tax Transcript”.



Select “Get Transcript by MAIL”.



THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431)

OK

Tips.

- ◆ You will not be able to request a tax transcript if you filed an amended return (form 1040X) or are a victim of identity theft.
- ◆ If you've used the Transcript tool previously, you can log in without creating a new ID.





Fill out your personal information.



Get Transcript

All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN)

Date of Birth

Street Address

ZIP or Postal Code

Continue

Must use information of person listed first on return



Once your personal information is completed you'll be prompted to select options for your transcript. Select "Return Transcript" (not "Tax Account Transcript") and select the tax year.

Order a Transcript

Type of Transcript

Tax Year

Continue



You're done! If successfully validated, you can expect your tax transcript to be mailed to the address listed on the tax return about 5 to 10 days from the time the request was successfully transmitted to the IRS.

Order a Transcript

We have accepted your request for a 2012 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

Exit Request a different transcript

Tips

- ◆ Have your taxes in front of you and enter the name and address carefully as it is on the return.
- ◆ For a joint tax return, use the primary filer's social security number, date of birth, street address, and zip or postal code.
- ◆ Enter the address that was listed on the latest tax return filed. If an address change has been completed through the IRS or the US Portal Service, the IRS may have the updated address on file which should be used.
- ◆ If you entered your address as it appears on your tax return and it doesn't work, try using the standardized version of your address. Go to www.usps.com to find your address.
- ◆ If you have problems, the IRS Website Help Desk can be reached toll-free at 1-800-876-1715, M-F 8 a.m to 8 p.m (Eastern Time).
- ◆ You order a tax transcript by phone by calling 1-800-908-9946.
- ◆ You may also order a tax return for free by paper—IRS Form 4560-T, visit www.irs.gov/



Once you receive your tax transcript make a copy of your IRS tax transcript and keep the original for your records.



Internal Revenue Service

DEPARTMENT OF THE TREASURY

e-services

This Product Contains Sensitive Taxpayer Data

Tax Return Transcript

Request Date: 10-05-2006

Response Date: 10-05-2006

IRS Employee Number: HM6KB

Tracking Number: 100009532168

SSN Provided: 432-xx-xxxx

Tax Period Ending: Dec. 31, 2005

The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

SSN: 432-xx-xxxx

SPOUSE SSN: 477-xx-xxxx

NAME(S) SHOWN ON RETURN: DAMON M & MELISSA

ADDRESS: 200 SAMPLE RD
HOT SPRINGS, AR 33XXX

FILING STATUS: Married Filing Joint

FORM NUMBER: 1040

CYCLE POSTED: 20062508

RECEIVED DATE: Apr.15, 2006

REMITTANCE: 0.00

EXEMPTION NUMBER: 4



Submit the copy of the IRS tax transcript to the Office of Student Financial Aid using one of the methods listed below. Make sure to include the student's name and UID number on the copy of your IRS tax transcript.



Contact Us

University of Maryland
Office of Student Financial Aid

0102 Lee Building

College Park, MD 20742

◇ Phone: 301.314.9000

◇ Fax: 301.405.9265

◇ sfaoper@umd.edu



Availability of 2015 IRS Information

Data Retrieval and Return Transcript

When a tax filer who...	If filed electronically...	If filed by paper...
<ul style="list-style-type: none"> At the time their tax return was submitted to the IRS, has no amount owed or has an expected refund 	<ul style="list-style-type: none"> Generally returns are accepted by the IRS within a day or two of the return having been electronically filed. In most cases, Data Retrieval is available and a Tax Return Transcript may be requested within 2 – 3 weeks after the return has been accepted by 	<ul style="list-style-type: none"> Generally, returns are accepted by the IRS when the tax return is received. In most cases, Data Retrieval is available and a Tax Return Transcript may be requested within 8 – 11 weeks after the return has been accepted by the IRS.
<ul style="list-style-type: none"> At the time their tax return was submitted to the IRS, has an amount owed AND makes a full payment on that amount 	<ul style="list-style-type: none"> Generally returns are accepted by the IRS within a day or two of the return having been electronically filed. In most cases, Data Retrieval is available and a Tax Return Transcript may be requested within 2 – 3 weeks after the return has been accepted by 	<ul style="list-style-type: none"> IRS will process the tax return in June. In most cases, Data Retrieval is available and a Tax Return Transcript may be requested within 2 - 3 weeks after the return has been processed by the IRS.
<ul style="list-style-type: none"> Has an amount owed and subsequent to submitting their tax return to the IRS, pays the full amount due 	<ul style="list-style-type: none"> Generally returns are accepted by the IRS within a day or two of the return having been electronically filed. In most cases, Data Retrieval is available and a Tax Return Transcript may be requested within 3 - 4 weeks after the full payment is made. 	<ul style="list-style-type: none"> IRS will process the tax return in June. In most cases, Data Retrieval is available and a Tax Return Transcript may be requested within 2 - 3 weeks after the return has been processed by the IRS.
<ul style="list-style-type: none"> At the time their tax return was submitted to the IRS, has an amount owed and has not paid in full. 	<ul style="list-style-type: none"> Generally returns are accepted by the IRS within a day or two of the return having been electronically filed, however, the IRS will not process the return until May. In most cases, Data Retrieval is available and a Tax Return Transcript may be requested within 2 – 3 weeks after the return has been processed in May. 	<ul style="list-style-type: none"> IRS will process the tax return in June. In most cases, Data Retrieval is available and a Tax Return Transcript may be requested within 2 - 3 weeks after the return has been processed by the IRS.
<ul style="list-style-type: none"> If requested via IRS2Go App or 1-800 number: 5 – 10 business days via post mail after the request is submitted If requested by 4506-T or 4506T-EZ: 30 calendar days via post mail from the time the IRS receives the signed request 		