



2012-13 IRS Tax Return and Account Transcript Request Process

Online request

- Available on the IRS web site at irs.gov.
- In the *Tools* section, select **Order a Return or Account Transcript**.
- Select **Order a Transcript**.
- **Enter the tax filer's Social Security number, date of birth, street address, and ZIP code.** Use the address currently on file with the IRS.
- Select **Continue**.
- In the *Type of Transcript field*, select **Return Transcript or Account Transcript**.
- In the *Tax Year field*, select **2011**.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Transcript at the address included in their online request within five to 10 days.

Telephone request

- Available from the IRS by calling **1-800-908-9946**.
- **Follow prompts to enter the tax filer's Social Security number and the numbers in the street address.** Use the address currently on file with the IRS.
- Select *Option 1* to request an **Account Transcript** or *Option 2* to request a **Return Transcript**.
- Enter **2011**.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Transcript at the address that was used in their telephone request within five to 10 days.

Paper request form — IRS Form 4506-T

- Download the form at spcollege.edu, select *Forms, 2012-13 Form, and Request for Transcript of Tax Return*.
- **Complete lines 1-4.** Note that line 3 should be the most current address on file with the IRS. It is the address where the IRS Tax Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on line 4.
- **Line 5** provides tax filers with the option to have their IRS Tax Transcript mailed directly to a third party by the IRS. **DO NOT have the transcript mailed directly to SPC.**
- Complete **line 6**. Check **6a** for a Return Transcript or **6b** for an Account Transcript.
- **On line 9**, enter **2011**.
- **The tax filers (or spouse if requesting information from a joint tax return) must sign, date and enter their telephone number.** Only one signature is required to request a transcript for a joint return.
- **Mail or fax** to the appropriate address or fax number provided on page 2.
- Tax filers can expect to receive their transcript within five to 10 days from the time the IRS receives and processes their signed request. **NOTE:** 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.

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