

Providing a 2015 Tax Return Transcript for Financial Aid at JCC



How to request a Tax Return Transcript Online – Get a Tax Transcript at www.irs.gov

What you need to Get Transcript Online:

- Social Security Number • date of birth • mailing address from your latest tax return • tax return filing status • access to your email account • personal account number from a credit card, mortgage, home equity loan, or car loan • a mobile phone with your name on the account
1. Click “Get Transcript Online” and follow prompts to create an account.
 2. Select **Tax Return Transcript for 2015**.
 3. Download and print transcript. You may need to disable your computer’s pop-up blocker.
 4. Submit transcript to the Financial Aid office.

What you need to Get Transcript by Mail:

- Social Security Number or ITIN • date of birth • mailing address from your latest tax return
1. Provide the requested information. The IRS uses your SSN, date of birth, and the address used to file your tax return to verify your identity.
 2. Under “Type of Transcript” select **Return Transcript**. Under “Tax Year” select **2015**.
 3. You can expect to receive your tax return transcript by mail in 5-10 days at the address on your 2015 tax return.
 4. Submit transcript to the Financial Aid office.

How to request a Tax Return Transcript by phone – Automated Telephone Request 1-800-908-9946

1. Follow the automated prompts to enter the primary tax filer’s Social Security Number and the numbers of the street address as filed on the 2015 tax return.
2. Select “Option 2” to request a “Return Transcript.” Enter “2015” for the year. *Do not select “Option 1” for an “Account Transcript”; this document is not a complete record of the tax return.*
3. If your request is successful, the message on the telephone will indicate that the IRS has accepted your request.
4. You can expect to receive your tax return transcript in 5-10 days at the address on your 2015 tax return.
5. Submit transcript to the Financial Aid office.

How to Request a Tax Return Transcript – Paper Request Form

Download IRS Form 4506T-EZ and instructions at <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

1. Lines 1 – 4: Provide name, address and social security number.
2. Line 5: This provides the option to have tax information directly to a third party.
Do NOT have your tax information sent directly to JCC.
3. Line 6: Enter 2015 for year(s) requested.
4. Sign, date and provide a telephone number.
5. Mail or fax Form 4506T-EZ according to form instructions. NY and PA residents mail to: Internal Revenue Service, RAIVS Team, Stop 6705 P-6, Kansas City, MO 64999. FAX to: 855-821-0094
6. You can expect to receive your transcript by mail in 5-10 days at the address you provided on the request form. Submit transcript to the Financial Aid office.

Special Situations

Victims of IRS Identity Theft - A victim of IRS identity theft who is not able to obtain a 2015 IRS Tax Return Transcript or use the IRS DRT must contact the IRS at 1-800-908-4490 to receive a printout of the tax return by mail. Submit this printout along with a signed statement indicating that you were a victim of IRS tax-related Identity theft and that the IRS has been made aware of the tax-related identity theft to the financial aid office.

Non-IRS Income Tax Returns - An individual who filed a 2015 income tax return with Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands may provide a signed copy of the 2015 income tax return. An individual who filed a 2015 income tax return with American Samoa must provide a tax return transcript from the taxing authority. An individual who filed a 2015 income tax return with a foreign tax authority but provide a tax return transcript from the taxing authority unless the taxing authority charges a fee to obtain the transcript. In that case, provide documentation that there is a fee along with a signed copy of the 2015 income tax return.

JCC Financial Aid Office | PO Box 20 | Jamestown, NY 14702-0020

Jamestown 716.338.1009 | 1.800.388.8557 ext 1009 | Olean 716.376.7512 | 1.800.388.8557 ext 7512

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