

2016 IRS Tax Return Transcript Request Process

Choose one of the following three methods:

1. Get Transcript ONLINE

- Go to IRS Web site at: <http://www.irs.gov/individuals/get-transcript>
- Click on “Get Transcript ONLINE”
- Request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript”

2. Get Transcript by MAIL

- Go to IRS Web site at: <http://www.irs.gov/Individuals/Get-Transcript>
- Click on “Get Transcript by MAIL”
- Request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript”

3. Automated Telephone Request

- 1-800-908-9946
- Request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript”

NOTE: You will be asked to provide authentication information to ensure that you and only you can get your tax transcript. (Enter the **primary** tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file). After user authentication, you or your parents will provide the reason for the request. To verify information in your FAFSA **you should request the tax transcript for 2016**. Please mail, email or fax the entire transcript (front and back pages) to our office. Be sure to write the student’s name and SU ID on the transcript.

Amended Tax Return Filers ONLY

- Go to IRS Web site at: <http://www.irs.gov/individuals/get-transcript>
- Click on “Get Transcript by MAIL.”
- Request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”

NOTE: You will be asked to provide authentication information to ensure that you and only you can get your tax transcript. (Enter the **primary** tax filer’s Social Security Number, date of birth, street address, and zip or postal 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. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file). After user authentication, you or your parents will provide the reason for the request. To verify information in your FAFSA you should request the tax transcript for 2016, **and**

- Please mail, email or fax the 2016 IRS Tax Return Transcript **and** 2016 1040X (amended tax return) to our office. Be sure to write the student’s name and SU ID on each document.

Victims of IRS Tax-Related Identity Theft ONLY

- Request a 2016 Tax Return Database View (TRDBV) transcript from the IRS by calling the IRS’s Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. (This process may take up 180 days and schools are prohibited from accepting alternative documentation). The IPSU will first authenticate the identity of the tax filer, who can then ask the IRS to mail them a TRDBV transcript, **and**
- Provide a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Non-IRS Income Tax Return Filer ONLY

An individual who filed a 2016 income tax return with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government must provide:

- A transcript that was obtained from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Marina Islands), or a foreign central government. You can then mail, email or fax the transcripts (all pages) to our office. Be sure to write the student’s name and SU ID on the transcript.

Mailing Address	Email Address	Fax Number
Salisbury University 1101 Camden Avenue Salisbury, MD 21801 Attn: Financial Aid Office	finaid@salisbury.edu	410-543-6138