

Instructions on how to request a Tax Return Transcript from the Internal Revenue Service (IRS)

Due to new Federal Regulations we can only accept copies of
2015 IRS Tax Return Transcripts for the 2016-2017 academic year.

You have three options to obtain your IRS Tax Return Transcript for the
2015 tax year:

1. **By telephone:** Contact the IRS at 1-800-908-9946 and follow the voice prompts. If successfully validated, tax filers can expect their Tax Transcript in the mail within 5-10 business days.



2. **Online:** Go to

<http://www.irs.gov/Individuals/Order-a-Transcript>

If successfully validated, tax filers can expect their Tax Transcript in the mail within 5-10 business days.



➤ **The IRS cannot process your request online if you need transcripts mailed to an address other than the one they have on file for you.**

3. **In Person:** Visit the Internal Revenue Service in
1301 Clay St (between 13th St & 14th St)
Oakland, CA 94612

They are open Monday through Friday from 8:30 am to 4:30 pm.
You will receive a Tax Return Transcript the same day.



Make sure you have gathered your information before contacting the IRS:

- Social Security Number or IRS Individual Taxpayer Identification Number (ITIN)
 - Street address and zip code (or postal code)
- Letter of “**NON-FILER**” can be requested by phone or in person.
- IRS Tax Return Transcripts requested online, by telephone, or in person cannot be sent directly to a third party by the IRS.