

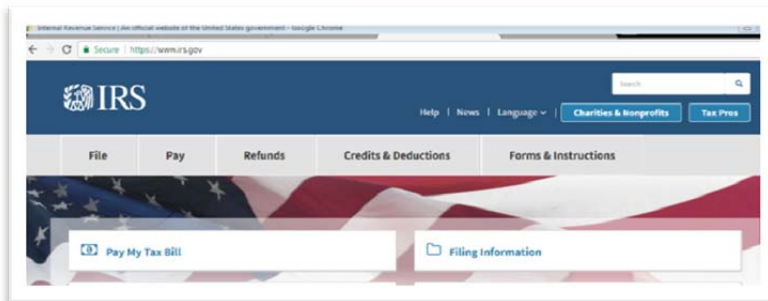


2016 IRS Tax Return Transcript Request Process

Online MAIL Request

Available on the IRS website at www.irs.gov

- Under **File** select “Individuals”
- Select “Your Information” on the left column
- Next choose “Tax Record (Transcript)”
- Enter SSN, Date of Birth, street address, and zip code used on 2016 Federal Tax Return.
- Type of Transcript – “Tax Transcript”
- For Tax Year – “2016”
- Once the request is submitted, the IRS will send the Tax Return Transcript to your home within 8–10 business days



Online PDF Request

Available on the IRS website at www.irs.gov during certain times of the year

- Under **File** select “Individuals”
- Select “Your Information” on the left column
- Next choose “Tax Record (Transcript)”
- You will need:
 - Username and password
 - Your Social Security Number
 - Date of Birth
 - Filing status
 - Mailing address from latest tax return
 - Access to your e-mail account
 - Your personal account number from a credit card, mortgage, home equity loan, line of credit or car loan
 - A mobile phone number with your name on the account

Data Retrieval Tool

Available by selecting the “Data Retrieval Tool” on your FAFSA

- Log back onto your 18/19 FAFSA and under the “Financial” Section, choose Data Retrieval Tool. This will link you directly to the IRS’s website allowing you to enter in your information to retrieve your **2016** Federal Tax Transcripts. Please follow all prompts to fully link your Transcripts to your FAFSA.
- Once you have linked your Transcripts to your FAFSA, you (and your Parent if you used the Data Retrieval Tool for your Parent’s transcripts too) must electronically sign your FAFSA and resend it.

Paper Request Form-IRS Form 4506T-EZ

Obtain IRS Form 4506T-EZ (it is sufficient to request an IRS Tax Return Transcript) download at

<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Choose option 6a “Return Transcript”
- For question 9, enter “12/31/2016”
- Be sure to sign the 4506-T form and send to the address on the form for your state, NOT to the CIA.

Once you receive your transcript:

- You can either scan and e-mail, fax, or mail a copy of your Transcript to us at:
The Culinary Institute of America
Student Financial & Registration Services Office
1946 Campus Drive
Hyde Park, NY 12538
Fax: 845-905-4030
SFRS@culinary.edu