



2015 IRS Tax Return Transcript Request Process

Online MAIL Request

Available on the IRS website at www.irs.gov

- Under Tools select “get a transcript.”
- Select “Get Transcript by **MAIL**.”
- Input your Social Security Number, Date of Birth and Tax return address and submit.
Be sure to request the Tax RETURN Transcript, not the Tax Account Transcript.
- Once request is submitted the IRS will send the Tax Return Transcript to your home. 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

Data Retrieval Tool

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

- Log back onto your 2016–17 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 **2015** 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>

- Complete lines 1–4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. Some institutions may have difficulty matching a parent’s incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.
- On line 6, enter “2015” to receive IRS tax information for the 2015 tax year that is required for the 2016–17 FAFSA.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or fax number) provided on page 2 of Form 4506T-EZ.