

IRS Tax Return Transcript Request Process

If your FAFSA is selected for verification, and you did not use the [IRS Data Retrieval](#) option, or you changed the IRS data, you will be required to request a tax transcript from the IRS and submit it to the financial aid office.

Tax filers can request a copy of their 2016 transcript from the IRS in multiple ways. Please select one.

1. Online Request to Receive Transcript Via USPS Mail

- Go to <https://www.irs.gov/transcript>
- Select “Get Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript”.
- Input all information exactly how it was reported on your tax return and submit request.
- Allow 5-10 business days to receive requested transcript to address of record.
- Once your transcript is received please mail it to: Dominican University, Office of Financial Aid, 7900 West Division Street, River Forest, IL 60305.
- There is an on-line option to immediately receive and download the transcript as a PDF file but this process requires several steps (including providing financial information) to verify your identity.

2. Telephone Request

- Call the IRS at 1-800-908-9946
- Tax filers must follow prompts to enter information
- Select “Option 2” to request an [IRS Return Transcript](#) and then enter “2016”.
- Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 10 days. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.
- Once your transcript is received please mail it to: Dominican University, Office of Financial Aid, 7900 West Division Street, River Forest, IL 60305.
- You can also request your transcript by using your smartphone and downloading the **IRS2Go** mobile phone app at www.irs.gov/uac/IRS2GoApp

3. Paper Request Form – [IRS Form 4506T-EZ \(Use to only request IRS Tax Return Transcript\)](#)

- Download the IRS form at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Mail or fax the completed form to the IRS using the information provided on the form.

4. Paper Request Form – [IRS Form 4506T](#)

- Use form 4506 T to request the following: IRS Tax Return Transcript, IRS Account Transcript, IRS Record of Account Transcript, Verification of Non-filing Letter, Wage and Income Transcript.
- Download the IRS form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Mail or fax the completed form to the IRS using the information provided on the form.

Please Note: Tax assistance centers no longer accept walk-in visitors to obtain transcripts. In addition, appointments to one of the centers have a 3 to 4 week wait time and individuals who are only requesting transcripts will be directed to visit the www.irs.gov/transcript website for other alternatives.

If you have problems, the IRS.gov Website, their Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).