

IRS Tax Transcript Request Instructions:

The Department of Education is requiring students to submit a **TAX TRANSCRIPT** if selected for verification. You can choose to **link your taxes to your FAFSA** by using the *IRS Data Retrieval Tool* in place of submitting a tax transcript.

Note: If you have **AMENDED** your taxes please see the second page for the instructions on what to provide.

You can obtain your tax transcript one of three ways:

- **ONLINE** (copy will ONLY be mailed to YOU not the University):
 - Go to www.irs.gov
 - Click on “Get Transcript of Your Tax Records”
 - You can order your Transcript ONLINE or by MAIL
 - If ordering ONLINE, click “Get Transcript ONLINE”
 - You will need to create an account, if you don’t already have one
 - Follow their instructions to verify your identity
 - Select the Return Transcript for 2016.
 - Once completed, print or download the PDF version of your Tax Return Transcript. This document can be mailed, emailed, or faxed to the Financial Aid Office.
 - If ordering by MAIL, click “Get Transcript by MAIL”
 - Enter Social Security Number, Date of Birth, Street Address and Zip or Postal Code (this must be the address you filed your taxes with)
 - Click “Continue”
 - In the “Type of Transcript” field select “Return Transcript”
 - In the “for Tax Year” field select 2016 then continue.
 - Once completed, YOU will receive a paper copy of your IRS Tax Transcript within 5 to 10 days *once the IRS receives the request*. YOU must then send a copy for review.
- **TELEPHONE REQUEST** (copy will ONLY be mailed to YOU not the University):
 - Call 1-800-908-9946
 - You will be prompted to enter you social security number and your street address that you used to file your taxes with.
 - Select “Option 2” to request a Tax Transcript and then enter 2016 for Tax Year
 - Once completed YOU will receive a paper copy of your IRS Tax Transcript within 5 to 10 days *once the IRS receives the request*. YOU must then send a copy for review.
- **PAPER REQUEST FORM IRS Form [4506T-EZ](#)** (This copy has the option to send to a Third Party (the University)). If you wish to send to UAS, please send to:
 - Fill out lines 1-4 (use instructions on the 2nd page of the 4506T-EZ form)
 - On line 5, if you wish to mail your tax transcript to the University of Alaska Southeast please use the following address:

University of Alaska Southeast
ATTN: Financial Aid Office
11066 Auke Lake Way
Juneau, AK 99801

- On line 6, enter the Tax Year “2016” and check box 6a “Return Transcript”
 - Sign and date the form and enter your phone number at the bottom of the page.
 - Mail or fax the form to the address listed on the 2nd page of the 4506T-EZ form
 - Once completed, if mailed to you, you will receive a paper copy of your IRS Tax Transcript within 5 to 10 days *once the IRS receives the request*. **YOU** must then send a copy for review.
- **IF YOU AMENDED YOUR TAX RETURN:** The University must have both the Return and Account Transcripts AND a signed copy of the IRS Form 1040X that was filed. Below are the directions on how to obtain the tax transcripts
 - **Download IRS Form [4506T-EZ](#)** (This copy has the option to send to a Third Party [the University]). If you wish to have it mailed to UAS, please send to:
 - Fill out lines 1-4 (use instructions on the 2nd page of the 4506T-EZ form)
 - On line 5, if you wish to mail your tax transcripts to the University of Alaska Southeast please use the following address (*If you choose not to do this your transcripts will be mailed to you and you will need to send us a signed copy of the transcripts*):

University of Alaska Southeast
ATTN: Financial Aid Office
11066 Auke Lake Way
Juneau, AK 99801
 - On line 6, enter the Tax Year “2016” and check box 6a “Return Transcript” **and** 6b “Account Transcript”
 - Sign and date the form and enter your phone number at the bottom of the page.
 - Mail or fax the form to the address listed on the 2nd page of the 4506T-EZ form
 - Once completed, if mailed to you, you will receive a paper copy of your IRS Tax Transcript within 5 to 10 days *once the IRS receives the request*. **YOU** must then send a copy for review.