



Texas Southern University

Office of Student Financial Assistance
3100 Cleburne, Houston, TX 77004, Call Center 713-313-7071, Fax 713-313-1859 or 1858

INSTRUCTIONS FOR OBTAINING TRANSCRIPTS OF TAX RETURN

We have produced this helpful guide to assist parents and students with fulfilling the request for a Federal Tax Return Transcript. We hope you find the information useful.

You may obtain a Tax Return Transcript via the internet, by U.S. Postal mail or In Person. When calling the IRS Office to request a Tax Return Transcript, the recipient must be in close proximity of the fax receiving the information to confirm the receipt of the document. Please refer to the instructions for additional information.

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS Data Retrieval Tool (DRT) via the FAFSA or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the student, spouse or parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for each.

A. Internet Access for Printing Tax Return Transcript

You may immediately print a copy of the **IRS Tax Return Transcript** and **NOT the IRS Tax Account Transcript** by logging onto the U. S. IRS website at <http://www.irs.gov/Individuals/Get-Transcript>. It is critical that you request the proper documentation if you were selected for verification. Even though the documents appear to be very similar, federal guidelines require you to submit the **Federal Tax Return Transcript for processing of Title IV aid**.

- Log onto <http://www.irs.gov/Individuals/Get-Transcript>
- If this is your first time using the site, *create an account*
 - *You will need a valid email address to create an account*
- Click, send email confirmation code
- Retrieve your confirmation code from your email address and enter
- Enter all personal identification information requested
- Select Continue (note- you may proceed as guest by checking box) and form *will not* store information for future use.
- Answer personal identifier information
- Choose a site phrase and site image
- Choose security questions
- Create a User ID and Password
- Select Continue
- Select **“Return Transcript”** and also print wages statement (unless you will provide a copy of your w2’s)
- **Print Document**

B. Mailed through the U.S. Postal System

Call **1-800-908-9946** to request a transcript by the automated system. Your transcript(s) will be mailed in **approximately 5 to 10 business days from the time the IRS receives your request. Federal holidays or government shut downs will affect the processing mailing time.**

1. Please follow options listed below.
 - Option 1 (**English**)
 - Enter your Taxpayers ID Number (**SSN, ITIN or EIN**)
 - Enter the Numbers in your street address
 - Option 2 (**tax transcript**)
 - Enter the **year** of the Return you are requesting
2. If you need your transcript mailed to an address different than what the IRS has on file, you may complete Form 4506T-EZ or IRS FORM 4506-T, REQUEST FOR TRANSCRIPT OF TAX RETURN. The form may be downloaded from www.irs.gov. Mail it to the address indicated on the form.

C. In Person

Houston (Downtown)	1919 Smith St. Houston, TX 77002	Monday-Friday - 8:30 a.m.-4:30 p.m.	(281) 721-7021
Houston (NW)	12941 I45 N Houston, TX 77060	Monday-Friday - 8:30 a.m.-4:30 p.m.	(281) 721-7021
Houston (SE)	8876 I45 S Houston, TX 77017	Monday-Friday - 8:30 a.m.-4:30 p.m.	(281) 721-7021
Houston (SW)	8701 S. Gessner Houston, TX 77074	Monday-Friday - 8:30 a.m.-4:30 p.m.	(281) 721-7021