

Requesting an IRS Tax Return Transcript

If you are unable to retrieve your data or are not eligible to use the IRS Data Retrieval Tool, you (or your parent) must follow one of the options listed below and request an **IRS Tax Return Transcript**.

Tax Transcript – ORDER ONLINE and Upload to SSC:

- Go to <http://www.irs.gov/Individuals/Get-Transcript>
- Click “Get Transcript ONLINE”
- Create or log in to your IRS profile
- Select “RETURN TRANSCRIPT” and Tax Year 2017
- Save the Tax Return Transcript to your computer
- Upload to SSC as you are completing the online interview or by using the Upload Documents option
- Note: The IRS has added additional security features to the Get Transcript Online option.

Tax Transcript – ORDER ONLINE and Receive by Mail:

- Go to <http://www.irs.gov/Individuals/Get-Transcript>
- Click “Get Transcript by MAIL”
- “Type of Transcript” = **“Return Transcript”** (be sure you do NOT select “Account Transcript” – the account form cannot be used for verification)
- “Tax Year” = **“2017”**
- **Be sure to complete the entire process and hit submit to enter your request**
- You should get a paper copy of the IRS Tax Return Transcript within 5 to 10 days if your on-line request was successfully transmitted to the IRS
- If you do not receive your IRS Tax Return Transcript within 10 days, contact the IRS at 1-800-829-1040 and speak directly with an IRS agent.
- **YOU MUST SUBMIT** a copy of all pages of your IRS Tax Return Transcript to the School Servicing Center

Tax Transcript – PHONE OPTION call IRS at 1-800-908-9946

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. (**street address and zip code must be exactly the same as entered on the tax return you sent the IRS or your request will reject**)
- Select "Option 2" to request an IRS Tax **Return** Transcript and then enter "2017".
(**DO NOT** select a Tax **Account** Transcript. The Tax Account Transcript cannot be used for verification)
- You can expect to receive a paper copy of the IRS Tax Return Transcript within 5 to 10 days from when the IRS receives your telephone request.
- If you do not receive your IRS Tax Return Transcript within 10 days, contact the IRS at 1-800-829-1040 and speak directly with an IRS agent.
- **YOU MUST SUBMIT** a copy of all pages of your IRS Tax Return Transcript to the School Servicing Center

Tax Transcript –PAPER OPTION, IRS Form 4506T-EZ:

- Download the 4506-EZ (**not** IRS Form 4506-T) at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 - 4, following the instructions on page 2 of the form (**street address and zip code must be exactly the same as entered on the tax return you sent the IRS or your request will reject**).
- Line 5 = **Leave this line blank**
- Line 6 = **“2017”**
- You (the tax filer) must sign and date the form and enter your 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.
- You can expect to receive your IRS Tax Return Transcript within 5 to 10 days from when the IRS receives your signed request. If any information does not match the IRS records, the IRS will notify you that it was not able to provide the transcript.
- **YOU MUST SUBMIT** a copy of all pages of your IRS Tax Return Transcript to the School Servicing Center

How to submit a Tax Return Transcript to School Servicing Center:

- Before submitting the IRS Tax Return Transcript to the School Servicing Center, write the **STUDENT’S FULL NAME and SOCIAL SECURITY NUMBER** on the top of the transcript.
- Submit the transcript to the School Servicing Center by:
 1. For the fastest and easiest way, upload the transcript online at www.SSCwp.org, or
 2. Fax the transcript to 866-258-8362 (Make sure to fax both sides of each page and allow 48-72 hours for receipt and imaging), or
 3. Mail the transcript to (Retain a copy for your records and allow 7-10 business days for receipt and imaging):
**School Servicing Center
PO Box 41990
Raleigh, NC 27629-1990**