

Obtain Your Tax Return Transcript

Once you receive your Tax Transcript, please email, mail, or fax your tax return transcript to our office.

Estimated time:
15 minutes

**Trine University
Financial Aid
1 University Avenue, Angola IN 46703**

**Email: finaid@trine.edu
Fax: 260-665-4511
Phone: 800-347-4878**

Go to

• [irs.gov](https://www.irs.gov)

Step 1 of 4

On the homepage, select the “Get a Tax Transcript” from under the “Tools” Section

Tools

- › Find Answers to Your Tax Questions
- › Request an Electronic Filing PIN
- › Download the IRS2Go Mobile App
- › Renew or Obtain a PTIN for 2016
- › **Get a Tax Transcript**
- › More ...

Step 2 of 4

Choose “Get Transcript by Mail”.

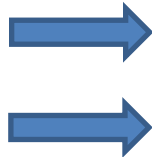
The screenshot shows the IRS website's 'Get Transcript' page. At the top, there are navigation links for 'Filing', 'Payments', 'Refunds', 'Credits & Deductions', 'News & Events', 'Forms & Pubs', and 'Help & Res'. Below this, there are links for 'Employees', 'Self-Employed', 'International Taxpayers', 'Military', 'Parents', 'Seniors & Retirees', and 'Students'. The main heading is 'Get Transcript'. Below the heading, there is a search bar and a language selector. The main content area contains the following text: 'You can get a transcript by mail to view your tax account transactions or line-by-line tax return information for a specific tax year. The method you used to file your return and whether you have a refund or balance due, affects your current year transcript availability. Note: If you need a copy of your return, you must use Form 4506, Request for Copy of Return.' Below this text, there is a section titled 'To use Get Transcript by Mail, you need your Social Security number (SSN) or your Individual Tax Identification Number (ITIN), date of birth, and address from your latest tax return.' At the bottom of this section, there is a button labeled 'Get Transcript by MAIL' with a mail icon, which is circled in red. Below the button, there is a list of bullet points: '• Transcripts arrive in 5 to 10 calendar days at the address we have on file for you', '• Transcript types available by mail', '• Frequently asked questions (FAQs)', and 'Get Transcript by Mail en Español'.

Step 3 of 4

On this screen, all fields are required.

This will include the following:

- Taxpayer SSN
- DOB
- Street Address
- Zip/Postal Code.



If your address does not match their records exactly it will not let you proceed.

Common hang-ups are the abbreviation of directions. For example “North” may need to be “N” and “Street” may need to be “St”.

After multiple failed attempts, you may need to start over.

Step 4 of 4

From this screen you will need to select which type of transcript you want from a drop-down menu. In most cases, you will choose “**Return Transcript**”. Then you will select the year: “**2015**”. Once you click “continue” the screen will display a statement regarding how long it will take for the transcript to be mailed to the address listed on the Tax Return.



Updated: Feb. 2016