

Instructions for Requesting Tax Return Transcripts

2018-2019

There are three ways tax filers can request a tax transcript, which do not involve payment of a fee to the IRS: Online and Telephone.

Directly from the IRS online at www.irs.gov

1. Get Transcript by Mail:

Step 1: Click “Get My Tax Record”

Step 2: Click on “Get Transcript by Mail”.

Step 3: Enter the required information as it appears on your tax return using the information for the primary taxpayer.

Step 4: Choose **Return** Transcript under Type of Transcript for the 2016 Tax Year.

Step 5: The tax return transcript will be mailed to the address on your tax returns in 5-10 business days. ***Please keep your original and provide us with a copy***

2. Get Transcript Online (this is only available for those who have an account on the IRS online system):

Step 1: Click “Get My Tax Record”

Step 2: Click on “Get Transcript Online”.

Step 3: Log-in as a returning user.

Step 4: After logging in, choose “Higher Education/Student Aid” as the reason for your request. Click “Go”.

Step 5: In the RETURN TRANSCRIPT section, click 2016. An asterisk beside 2016 means you have filed but the return has not been processed. You will need to try again later.

Step 6: A PDF of your Tax Return Transcript will immediately appear on your screen. Print two copies, send one to us and retain one for your records. You may also wish to save this file on your computer.

3. Using form 4506-T

Step 1: Go to www.irs.gov.

Step 2: Click “Get My Tax Record”

Step 3: On the right hand side, click on “About Form 4506-T”.

Step 4: Click “Form 4506-T”

Step 5: Complete the form 4506-T, selecting box **6a**.

Step 6: Print, sign, and mail or fax the form to the address listed on the back of the form.

Step 7: Upon receipt of the tax return transcript, please submit to the Wofford Financial Aid Office.

Office of Financial Aid
WOFFORD COLLEGE
429 North Church Street, Spartanburg, SC 29303-3663
Phone: 864-597-4160
Fax: 864-597-4149
Email: finaid@wofford.edu