

***** Federal Regulations state that we have to have the tax return in the form of the IRS Tax Return Transcript, not the typical 1040 form.*****

IRS Tax Return Transcript Request Process

Online Request

- Available on the IRS Web site at www.irs.gov
- In the “**Tools**” section of the homepage click “Get Transcript of Your Tax Records” (NOT the IRS Tax Account Transcript)
- Click “Get Transcript Online (Instantly)” OR “Get Transcript By Mail (2 weeks)”
- Sign In (Previous User) OR Sign Up (New User)-Create and Account (if dependent student filed they must create a separate account)
- Click Send Email Confirmation Code. Check Email. Enter Confirmation Code. Verify
- Enter Personal Information. Click Continue. Create a User ID and Password
- Available Tax Transcripts Will be Displayed by Year. *Please note that if you did not file or if your taxes have not been processed your transcripts will not yet be displayed.
- If Requested online: **You may print it, sign it and fax or mail this to the Financial Aid Office. Or you may forward it as an email attachment to financialaid@mc.edu.**
- IRS Tax Return Transcripts requested online cannot be sent to a third party by the IRS

Telephone Request

- Available from the IRS by calling **1-800-908-9946**
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2013**”
- If successful validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS

In Person Request

- You may visit your local IRS office after your **2013** tax return has been processed and have them print you a copy of your **IRS Tax Return Transcript** while you are there. Please visit their website at www.irs.gov to find the nearest location to you.

*****Please send a SIGNED copy of your IRS transcript back to:**

MC Financial Aid Box 4035 Clinton, MS 39058 or Fax to 601-925-3950

You may also email it to financialaid@mc.edu. If you email it as a forward of the original email from the IRS, you are not required to sign it.