How to Order a Tax Return Transcript – 2011 Tax Year

- ❖ If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool.
- **!** If your address has changed since you filed your taxes you must request a transcript by mail.

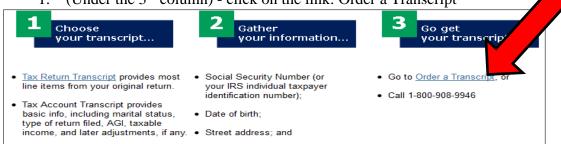
Online Request Instructions (See next page for Telephone and Mail Requests): STEP ONE:

- 1. Go to www.irs.gov
- 2. Click on the link: Order A Return or Account Transcript



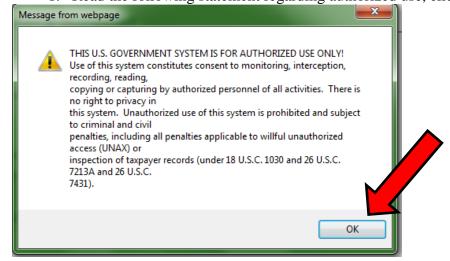
STEP TWO:

1. (Under the 3rd column) - click on the link: Order a Transcript



STEP THREE:

1. Read the following statement regarding authorized use, click OK.



STEP FOUR:

1. Enter the tax filer's:

Social Security Number (SSN) or Individual Tax ID Number (ITIN) Date of Birth Street Address (Exactly as written on your tax return) Zip of Postal Code

2. Click Continue



STEP FIVE: Using the drop down menu

- 1. Type of Transcript: **Return Transcript**
- 2. Tax Year: 2011
- 3. Click Continue



STEP SIX: You should now see a message that says:

We have accepted your request for a 2011 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

Telephone Request Instructions:

- **A** Call the IRS at 1-800-908-9946
- ❖ Tax filer follow prompts to enter:
 - Social Security Number (SS#)
 - o verify SS#
 - # in Street Address
- ❖ For a Tax Return Transcript select "Option 2"
- ♦ Enter tax year "2011"
- ❖ Please allow 5-10 days to receive Transcript

Mail Request Instructions:

- Print: Form 4506T-EZ irs.gov/pub/irs-pdf/f4506tez.pdf
- Complete form
- ❖ Mail form Refer to page 2 for the mailing address that corresponds with your state

Please do not request to have the transcript sent directly to The College of Saint Rose

Once received, please mail or fax a copy of the IRS Tax Return Transcript to:

The College of Saint Rose
The Office of Financial Aid
432 Western Ave.
Albany, NY 12203

Phone: 518-458-5464

Fax: 518-454-2109