



Instructions for Obtaining an IRS Tax Return Transcript 2019-2020 Academic Year

Students and Parents have 4 options for providing a **Tax Return Transcript** to Pierpont Community & Technical College Office of Financial Aid:

Option #1 – Online Request to Receive a Copy by Mail

Go to www.irs.gov

Under the “Tools” heading click “Get Transcript of Your Tax Records”

Click “Get Transcript by MAIL” and acknowledge the disclosure pop up box that appears by clicking “OK”

Enter the required information for the PRIMARY tax filer shown on your Tax Return:

Social Security Number

Date of Birth

Street Address – **(you must use the exact address as it appears on your Tax Return)**

Zip Code

Click “Continue”

In the Type of Transcript field, select “**Return Transcript**” and, in the For Tax Year field, select “**2017**”

Click “Continue”

If the IRS has processed your 2017 Tax Return a message will appear indicating that your request was accepted.

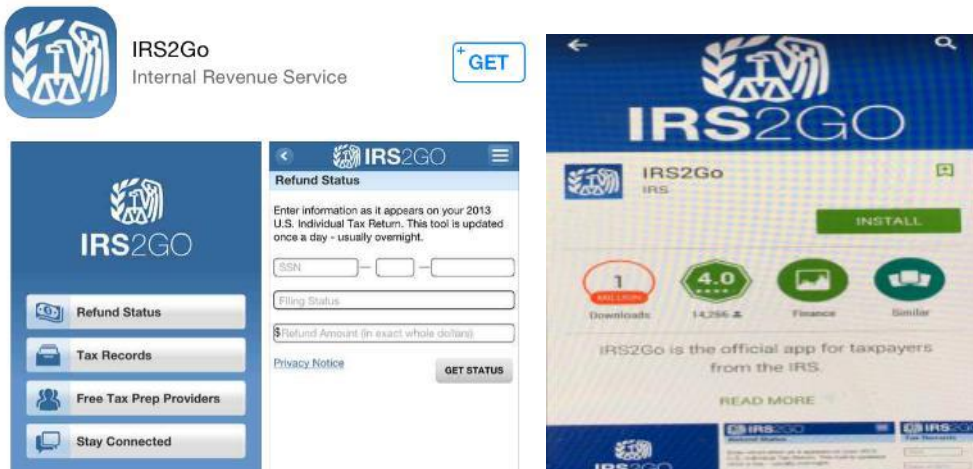
You can expect to receive your transcript by mail (to the address on file with the IRS) within 5-10 business days from the date of your request.

Option #2 – Telephone Request to Receive a Copy by Mail

Call the IRS at 1-800-908-9946 and use the automated system to request a **Tax Return Transcript** (select “option 2” and enter “2017”).

You can expect to receive your transcript by mail (to the address on file with the IRS) within 5-10 business days from the date of your request.

Option #3 – Download the IRS2GO App on your mobile device to Receive a Copy by Mail



Apple Online Store (<https://itunes.apple.com/us/app/irs2go/id414113282?mt>)

Click “App Store” and search for **IRS2GO**

Click “Get” and then “Install”

Click the IRS2GO icon that now appears on your mobile device

Click “Tax Records” and provide **PRIMARY tax filer** information

For Type of Transcript choose “**Return Transcript**”

For the Tax Year choose **2017**

Click “Continue” and a message will appear indicating your request was accepted!

Google Play (<https://play.google.com/store/apps/details?id=gov.irs>)

Click “Play Store”

Click “Apps” and search for **IRS2GO**

Click “Install”

Click the IRS2GO icon that now appears on your mobile device

Click “Tax Records” and provide **PRIMARY tax filer** information

For Type of Transcript choose “**Return Transcript**”

For the Tax Year choose **2017**

Click “Continue” and a message will appear indicating your request was accepted!

You can expect to receive your transcript by mail (to the address on file with the IRS) within 5-10 business days from the date of your request.

Option #4 –By Mail

Complete IRS Form 4506-T and mail or fax the form to the IRS. The Financial Aid Office can provide this form or you may download it from www.irs.gov.

You should receive the Transcript within 5-10 days or have the option to send it directly to the school.

NON- TAX FILERS

Complete form 4506-T requesting verification of non-filing (option 7) from the IRS. This form can be found at www.irs.gov or by requesting the form from your financial aid office.

Please send all completed documents to:

Pierpont Community & Technical College

Attn: Office of Financial Aid

1201 Locust Avenue

Fairmont, WV 26554

Fax: 304-367-4881

Email: financialaid@pierpont.edu

Questions? You may also call (304)367-4907