

# Options for Ordering a Tax Transcript



## Option #1 - IRS website: [www.irs.gov](http://www.irs.gov)

- 1) In the center of the page under “Tools” click Order a “Tax Return or Account Transcript.”
- 2) Click “Order a Transcript.”
- 3) Enter tax filer’s information (SSN, DOB, Address)
- 4) Click “Continue”
- 5) Select “Return Transcript” from the Type of Transcript drop down menu.
- 6) Select the appropriate filing year in the For Tax Year field (e.g. 2011)

## Option #2 – Toll-free IRS Phone Number: 1-800-908-9946

- 1) Follow prompts to enter SSN and the numbers in the street address.
- 2) Select “OPTION 2” to request a tax return transcript.
- 3) Select the appropriate filing year (e.g. 2011)
- 4) Confirmation will be given when the process is completed.

## Option #3 – Paper Form: <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

- 1) Download and print form 4506TEZ\* at [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf)
- 2) Complete lines 1-4 using instructions from page 2 of the form.
- 3) Line 5 allows for direct mailing of the transcript to DigiPen.

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- 4) On line 6 enter the appropriate tax year (e.g. 2011 for the 2012-2013 FAFSA)
- 5) The tax filer must sign and date the form and enter a telephone number. (Only one signature is required to request a transcript for a joint return.)
- 6) Mail or fax the completed form to the appropriate address/fax number found on page 2 of the form.

*\* Please note that using form 4506T-EZ means validating the information provided on the form. If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the tax transcript.*

### General Notes:

- This process can take 5-10 days if validation is successful.
- IRS Tax Return Transcripts cannot be sent directly to DigiPen if ordered by web or phone.