

2015 IRS Tax Return Transcript and Non-Filing Status Request Instructions

Important Notice regarding the Data Retrieval Tool (DRT)

The Data Retrieval Tool on fafsa.gov and StudentLoans.gov will be unavailable for the 2017-2018 FAFSA. Students and parents completing a 2016–17 or 2017–18 FAFSA should manually enter 2015 tax information (not 2016). If needed to complete the FAFSA or if selected for verification, a tax return transcript may be viewed and downloaded, requested by mail or the taxpayer can call 1-800-908-9946, and a Return transcript will be delivered to the address of record within 5 to 10 days.

Option 1 – Request a Tax Return Transcript Online

- Log on to www.IRS.gov
- Under the orange heading “Tools” click on “Get a Tax Transcript”.
- Click on the blue box that says “Get Transcript ONLINE”

To access and print the transcript right away. You will be asked to create an account and provide very specific information in order to verify your identity. This process will take approximately 20-30 minutes to complete.

OR, if you prefer not to create an account,

- Click on the blue box that says “Get Transcript by MAIL”. You are not required to create an account and the tax return transcript will be mailed directly to you.
- Make sure you select the 2015 tax year and the “return” transcript.

Option 2 – Mail-in Request (Form 4506-T) (expect approx. 4-6 weeks for delivery)

- A paper request form is available to print on the JCC Website at www.sunyjefferson.edu (Form 4506-T)
- Under the Tuition and Financial Aid Tab, click on Applications and Forms
- **If you filed** a 2015 Income tax return, complete lines 1a-4. On line 6, enter the tax return you are requesting (1040, 1040A or 1040EZ) if you know which one you filed and check box 6a for the “Return Transcript.”
- **If you did not file** a 2015 income tax return, complete lines 1a-4 and check the box on line 7 **and** line 8 to request a verification of non-filing letter and any 2015 W2’s.
- Enter the tax year 2015 on line 9.
- Check the Signatory Box, then sign and date the bottom of the form and mail it to the address on the back of the form according to the state you lived in when you filed your return.
- Once you have received your information, bring, mail or fax a copy of all pages (front and back) to the Enrollment Services Center.