

# Tax Transcript Process for 2015-2016

## New for 2015-2016:



- Transcripts no longer available from Taxpayer Assistance Centers or via phone
- Only available via phone, via phone automated tool at 800-908-9946
- IRS2GO mobile application
- Paper form 4506 or 4506-T

Below is a snapshot from irs.gov

## Get Transcript

Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and tax filing status for mortgage applications, student and small business loan applications, and during tax preparation.

You can download and print your transcript immediately, or request the transcript be mailed to your address on record.

 <ul style="list-style-type: none"><li>• View and print your transcript immediately.</li><li>• Choose among <a href="#">Tax Return</a>, <a href="#">Tax Account</a>, <a href="#">Record of Account</a>, or <a href="#">Wage and Income transcripts</a> or a <a href="#">Verification of Nonfiling Letter</a>.</li><li>• Need help? <a href="#">More information about Get Transcript Online</a>.</li></ul>	 <ul style="list-style-type: none"><li>• Transcripts arrive in 5 to 10 calendar days.</li><li>• Choose from either a <a href="#">Tax Return</a> or <a href="#">Tax Account</a>.</li><li>• Transcript by Mail is available <a href="#">en Español</a>.</li></ul>
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### Instructions:

1. Click the box “Get Transcript ONLINE”, if prefer to have mailed then choose the “Get Transcript by MAIL”. \*Do not click on any of the words in blue in the box.\*
2. If already have an IRS account can sign in; if not create an account.
3. On the transcript page choose reason: Higher Education/ Student Aid
4. The site will recommend choosing Return Transcript, use this and choose year
5. Transcripts will download for you to print.