

## Sweet Briar Guide to Requesting an IRS Tax Return Transcript

You should be able to request a 2015 IRS Tax Return Transcript through the Get Transcript tool at [www.irs.gov](http://www.irs.gov). Here is the estimated timetable for the availability of the IRS Tax Return Transcript:

Tax Return Results	Transcript Available (after e-filing)	Transcript Available (after paper filing)
No additional taxes owed	2-3 weeks	8-11 weeks
Taxes owed; full payment submitted with tax return	2-3 weeks	Return not processed until June; 2-3 weeks after processing
Taxes owed; full payment submitted after filing taxes	3-4 weeks after payment is made	Return not processed until June; 2-3 weeks after processing
Taxes owed; full payment not submitted	Return not processed until May; 2-3 weeks after processing	Return not processed until June; 2-3 weeks after processing

**\*Note:** You will not be able to request a tax transcript if you filed an amended tax return (Form 1040X) or you are a victim of identity theft. Please be sure to contact the Financial Aid Office about submitting alternative documents if either one of these situations apply to you.

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Go to the official IRS website at [www.irs.gov](http://www.irs.gov). Under Tools, select “Get a tax transcript” in order to access the Get Transcript Tool.

The screenshot shows the IRS website homepage. At the top, there is a navigation bar with links for Subscriptions, Language, and Information For... Below this is a search bar and a main navigation menu with categories like Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below the navigation menu are four large buttons: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. Below these buttons are four columns of content: 'Forms and Pubs', 'Hot Topics', 'Tools', and 'Filing & Payment'. In the 'Tools' column, the link 'Get a tax transcript' is highlighted with a black box. Other links in the 'Tools' column include 'Apply for an online payment plan', 'Apply for an employer ID number', 'Change your tax withholding', and 'Check status of your amended return'. The 'Filing & Payment' column features logos for 'where's my refund?', 'freefile', 'e-file', and 'EFTPS'.

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Select "Get Transcript by MAIL"

## Get Transcript

[Español](#) | [中文](#) | [한국어](#) | [TiếngViệt](#) | [Русский](#)

You can get a transcript by mail to view your tax account transactions or line-by-line tax return information for a specific tax year. The method you used to file your return and whether you have a refund or balance due, affects your [current year transcript availability](#). **Note:** If you need a copy of your return, you must use [Form 4506, Request for Copy of Return](#).

To use **Get Transcript by Mail**, you need your [Social Security number \(SSN\)](#) or your [Individual Tax Identification Number \(TIN\)](#), date of birth, and address from your latest tax return.

**Get Transcript by MAIL**


- Transcripts arrive in 5 to 10 calendar days at the address we have on file for you
- [Transcript Types](#) available by mail
- [Frequently asked questions \(FAQs\)](#)
- Get Transcript by Mail [en Español](#)

The IRS never sends email requesting that you obtain or access your transcripts. If you receive such an email, please forward it to our fraud group at [phishing@irs.gov](mailto:phishing@irs.gov).

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Submit your personal information

 [Contact Us](#) | [Exit](#)

### Get Transcript

[En Español](#) | [Privacy Notice](#)

All fields are required

**Social Security Number (SSN) or Individual Tax ID Number (TIN)** [?](#)

-  -

**Date of Birth**

Day  Month

**Street Address** [?](#)

**ZIP or Postal Code** [?](#)

[IRS Privacy Policy](#)

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Select the type of transcript as well as the tax year. Make sure to select “Tax Return Transcript”

The screenshot shows the IRS.gov 'Get Transcript' page. At the top left is the IRS logo and 'IRS.gov'. At the top right are links for 'Contact Us' and 'Exit'. The main heading is 'Get Transcript'. Below this, there are two dropdown menus: 'Type of Transcript' with a help icon, currently set to 'Return Transcript', and 'for Tax Year' with a help icon, currently set to '2015'. Below the dropdowns is a 'Continue' button. At the bottom center, there is a link for 'IRS Privacy Policy'.

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When you receive your Tax Return Transcript, be sure to send it to the Financial Aid Office. You can fax the transcript to 434.381.6450 or email it to [financialaid@sbc.edu](mailto:financialaid@sbc.edu).

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Once the transcript is received, along with all other requested 2016-2017 verification documents, allow for a 2-3 business day processing timeframe. Be sure to check your mySBC and your Sweet Briar email for updates.