MADISON COLLEGE FINANCIAL AID
IRS Tax Transcript Request

INSTRUCTIONS - The IRS Data Retrieval Tool on the FAFSA is currently unavailable. In order to continue verification, you must obtain a Tax Return Transcript in one of the ways listed below and submit it to the Financial Aid Office for review.

ONLINE REQUEST
1. Go to irs.gov
2. Select Get My Tax Record
3. Select the Get Transcript by Mail button
4. Read the disclaimer and select the OK button
5. Enter your Social Security Number, Date of Birth, Street Address, and Zip Code
6. Select Continue
7. For Type of Transcript, select Return Transcript
8. For Tax Year, request the calendar year you need. For example, for the 2017-2018 aid year, request the 2015 calendar year.
9. Select Continue

PHONE REQUEST
1. Call the automated IRS system at 1-800-908-9946
2. Listen to the welcome message and select English or Spanish
3. Enter your Social Security Number (SSN)
4. Confirm your SSN
5. Enter your street address number (not the actual street)
6. Request the Tax Return Transcript which should be option #2

MAIL REQUEST
1. Go to irs.gov
2. Select Get My Tax Record
3. In the Related Forms box on the right hand side, select Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript and then select 4506T-EZ
4. Fill boxes 1a through 4 out on the form
5. Do not fill out line 5, you should not be mailing this directly to us, have it mailed to you and then you can send it to us with your student account information.
6. Under 6, enter the calendar year(s) you wish to receive a Tax Return Transcript. For example, for the aid year 2017-2018, you need to enter 2015 to get your 2015 Tax Return Transcript.
7. Sign and date the form
8. You may then send the form to the appropriate address listed on page two or fax it. For example, the Wisconsin address is: Internal Revenue Service
   RAIVS Team
   Stop 37106
   Fresno, CA 93888
   Fax Number: 559-456-7227

SUBMISSION INSTRUCTIONS
BEFORE SUBMISSION - You can expect to receive your transcript in 5-10 days. Once you receive your Tax Return Transcript in the mail, write your student id at the top along with your name (if it is not already on it). Then submit it to the Financial Aid Office.

Please sign and submit your completed form in one of the following ways:
- Email: financialaid@madisoncollege.edu
- Fax: (608) 243-4245
- Mail: Madison College Financial Aid, 1701 Wright Street, Madison, WI 53704
- In Person: At the Truax Enrollment Center or at any Regional or Metro campus

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