



MADISON COLLEGE FINANCIAL AID

IRS Tax Transcript Request

INSTRUCTIONS - If you are unable to use the [IRS Data Retrieval Tool](#) on the FAFSA, 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 Your Tax Record
3. Select Get Transcript Online
4. Log in or select Create Account. Be sure you have all listed information needed for account creation.
5. Select Higher Education/Student Aid under Select a Reason You Need a Transcript
6. Click Go to see the list of transcripts available for download
7. Select Return Transcript under Type of Transcript
8. Request the calendar year you need under Tax Year. For example, for the 2018-2019 aid year, request the 2016 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 only (not the actual street name)
6. Request the Tax Return Transcript which should be option #2

MAIL REQUEST

1. Go to irs.gov
2. Select Get Your 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 out boxes 1a through 4 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 from. For example, for the aid year 2018-2019, you need to enter 2016 to get your 2016 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 Fax Number: 559-456-7227
RAIVS Team
Stop 37106
Fresno, CA 93888

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
- Mail: Madison College Financial Aid, 1701 Wright Street, Madison, WI 53704
- Fax: (608) 243-4245
- In Person: At the Truax Enrollment Center or at any Regional or Metro campus