

IRS Tax Return Transcript Instructions

Online

- Go to irs.gov
- Under “Tools” on the homepage, click “Get a Transcript by Mail”
- You will need the filer’s Social Security number, date of birth, and the address on the filed tax return.
- Click the button “Get Transcript by Mail”
- On the following page, click “Ok” when prompted.
- Fill in the corresponding information and include any apartment numbers if shown on your tax return.
- Click “Continue”
- For 1516 Verification purposes we need a **Tax Return** Transcript for **2014**.
 - Account Transcripts should only be provided if explicitly stated by the Financial Aid Office
- Once you input the type of transcript and tax year, the IRS will begin processing your request and the transcript will be mailed to you in 5-10 business days.
- **Tax Transcript requests cannot be sent directly to the college. They must be sent to the tax filer.**

Phone

- Call 1-800-908-9946
- When prompted by the system enter the tax filer’s Social Security number and street address on the tax return.
- Select “Option 2” to request an IRS Tax Return Transcript and indicate **2014**.
- If successful, the return will be sent to the address on file within 5 to 10 business days.
- **Tax Transcript requests cannot be sent directly to the college. They must be sent to the tax filer.**

In-Person

If you need your tax transcript in a hurry, there are several IRS Office locations ready to assist you with processing your request. Most offices are aware of the high need for tax transcripts due to financial aid processing and will get you the information you need on the same day.

Charlotte

Five Resource Square
10715 David Taylor Dr
Charlotte, NC 28262

Florence

401 W. Evans St
Florence, SC 29501

Columbia

1835 Assembly St
Columbia, SC 29201

IRS Transcripts are free to the public via any request process. Please bring these to our office once you have received them to ensure timely completion of your financial aid file.