Free 2012 IRS Tax Return Transcript Instructions



1. By Phone: Call the IRS at 1-800-908-9946, listen closely to prompts

- Select "Option 2" to request an IRS Tax Return Transcript and then enter "2012".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.

2. Online: Available at http://www.irs.gov

- In the Tools Section of the homepage click "Order a Tax Return or Account Transcript".
- Click "Order a Transcript", under section 3 titled "Go get your Transcript!".
- Enter the tax filer's Social Security Number, date of birth, street address, and zip code.
- Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax
 return filed. However, if an address change has been completed through the US Postal Service, the IRS may have
 the updated address on file.
- Click "Continue" in the **Type of Transcript** field, select "**Return Transcript**" and in the **Tax Year** field, select "**2012**". If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS. IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

3. By Mail: (address provided on form for your home state)

- Use option #3 ONLY if your address has changed from the address listed on your filed tax return.
- **IRS Form 4506T-EZ** should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript. Download at http://www.irs.gov/pub/irs-pdf/f4506tez.pdf
- Complete Lines 1 4, following the instructions on page 2 of the form. Note that Line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. *** Be Advised*** the school may not be able to match the tax return transcript to a student if the surname is different between the tax form and the USW Student.
- On *line 6*, enter **"2012"** to receive IRS tax information for the 2012 tax year that is required for the 2013-2014 FAFSA.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return. Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ. Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request.
- NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Unacceptable Tax Forms

IRS "Tax Account Transcript"
 IRS Tax

2. IRS Tax Summary