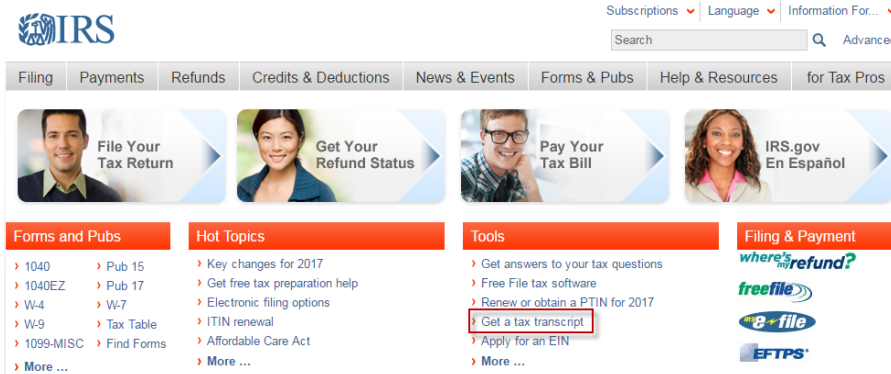


2017-2018 How to Guide:

Ordering a Tax Return Transcript from the IRS

You can request a Tax Return Transcript from the IRS free-of-charge by going to www.irs.gov, clicking on "Get a Tax Transcript", and using one of the methods below:



- Click "Get Transcript **ONLINE**" (**RECOMMENDED METHOD**)
- Click "Get Transcript by **MAIL**"

Transcript will arrive in 5 to 10 calendar days to the address the IRS have on file

- Call 1-800-908-9946 - **Automated Telephone Request**
- Submit IRS Form 4506-T or 4506-EZ to the IRS - **Paper Request Form**

Please submit your requested IRS Tax Return Transcript to the MTC Student Financial Services Office as soon as possible to expedite processing.

IMPORTANT: If you are married and filed a **joint tax return** with your spouse, tax account data is listed under the social security number of the primary taxpayer (the name and social security number listed first on the tax return) shown on your tax return.

If you have filed an **extension** and have not filed your 2015 taxes, we need your Form 4868, Request for an Extension, your 2015 W2s (if self-employed, you must provide a signed statement estimating your Adjusted Gross Income (AGI) and income taxes paid for 2015), a copy of the IRS approval of an additional extension of the filing time for tax year 2015 and a Verification of Non Filing Letter dated after October 1, 2016. We can process your Verification using the estimated numbers **BUT** once your taxes have been filed, you will need to submit copies of your IRS Tax Return Transcript to the Student Financial Services Office. Your financial aid awards may change to reflect the actual numbers on the transcript.

If you have filed an **Amended Tax Return**, you are required to submit a 2015 Tax Transcript and your signed 1040X form that was submitted to the IRS. You cannot use the online Data Retrieval Tool.