

IRS Tax Return Transcript Request Instructions

Dakota College at Bottineau may request an IRS Tax Return Transcript due to Verification requirements. The IRS provides this service free of charge.

Online Request:

1. Go to the IRS website of www.irs.gov
2. Under Tools, click on *Get Transcript of Your Tax Records*
3. Click on *Get Transcript Online*
4. Follow the steps to set up an account (If you file jointly, the first/primary name on your tax return will need to be entered on the request)
5. Once account is created, the reason for the request is *higher education*
6. Select *Tax Return Transcript* for the filing year requested.
 - a. 2012 taxes for the 2013-2014 School Year
 - b. 2013 taxes for the 2014-2015 School Year
7. You will have instant access to the return
8. Print and send to us at:

Email: www.jalee.lynnes@dakotacollege.edu

Fax: 701/228-5499

Mail: Dakota College at Bottineau, Attn: Financial Aid Office, 105 Simrall Blvd, Bottineau ND 58318

Mail Request:

1. Go to the IRS website of www.irs.gov
2. Under Tools, click on *Get Transcript of Your Tax Records*
3. Click on *Get Transcript by Mail*
4. Provide the details requested (If you file jointly, the first/primary name on your tax return will need to be entered on the request)
5. Select *Return Transcript* for the filing year requested.
 - a. 2012 taxes for the 2013-2014 School Year
 - b. 2013 taxes for the 2014-2015 School Year
6. The return is mailed to your address listed within 5-10 days of the request.
7. The transcript cannot be mailed directly to a third party by the IRS.

Telephone Request (1-800-908-9946)

1. Tax filers must follow prompts to enter their social security number and their house number in their street address. Generally this will be the numbers of the street address that was listed on the latest tax return filed.
2. Selection *option 2* to request a Tax Return Transcript and then enter the requested filing year.
3. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address used in the phone request, within 5-10 days of the request.