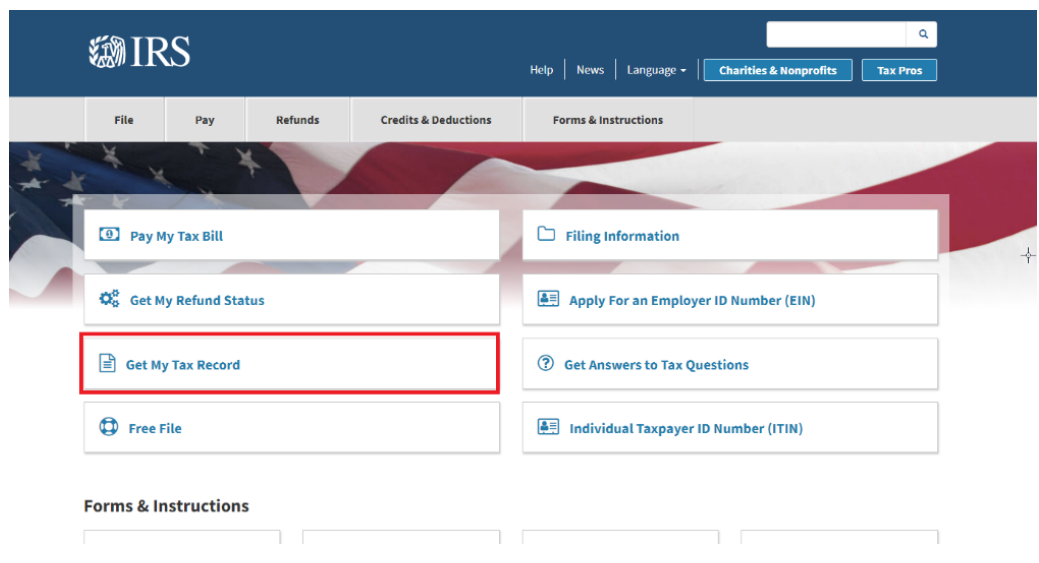


The Financial Aid Office is required to confirm income information on select FAFSA applications. Here are options for providing this information directly from the IRS to the Financial Aid Office.

Requesting a 2015 Tax Return Transcript – Instant PDF Download

In order to request a 2015 Tax Return Transcript PDF, you need an IRS.gov account. To create an account, you must have either (1) a credit card, mortgage or home equity loan, home equity line of credit, or car loan; AND (2) a mobile phone with *your* name on the account to verify your identity. If you do not have one of the above lines of credit AND a mobile phone with *your* name on the account, you can request the 2015 Tax Return Transcript by Mail (see page 3).

1. Go to irs.gov and under Tools, click [Get My Tax Record](#)



2. Click on [Get Transcript Online](#)

Home > File > Individuals > Update My Information > Tax Record (Transcript) > Get Transcript

Welcome to Get Transcript

English | Español | Chinese, Traditional | Korean | Russian | Vietnamese

Individuals

- How to File
- When to File
- Where to File
- Update My Information
- Tax Record (Transcript)**
- Third Party Authorization
- International Taxpayers
- Businesses and Self-Employed
- Government Entities

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Get Transcript Online

Get Transcript by Mail

What You Need

To register and use this service, you need:

- your **SSN**, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number

What You Need

To use this service, you need your:

- **SSN** or **Individual Tax Identification Number (ITIN)**,
- date of birth, and
- mailing address from your latest tax return

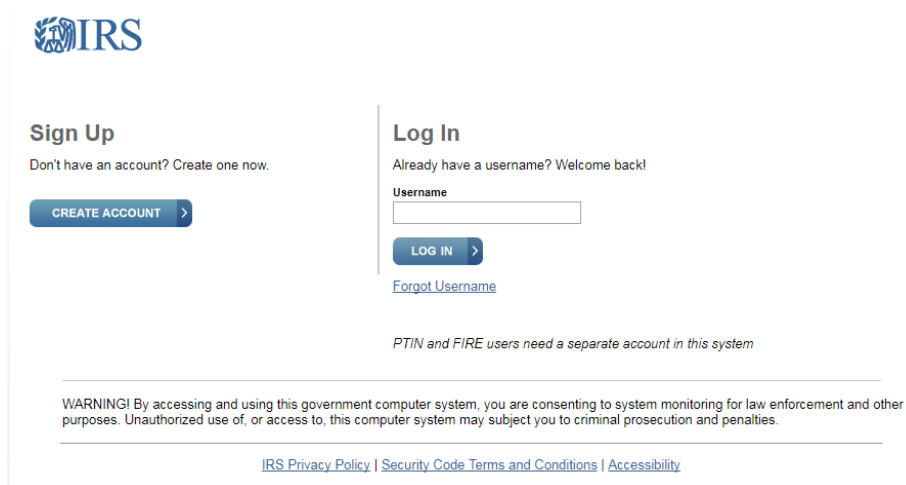
Related Forms

- [About Form 4506](#)
- [About Form 4506T](#)
- [About Form 4506T-EZ](#)
- [Formulario 4506T-EZ \(SP\)](#)
- [Formulario Abreviado para la Solicitud de un Traslunto...](#)

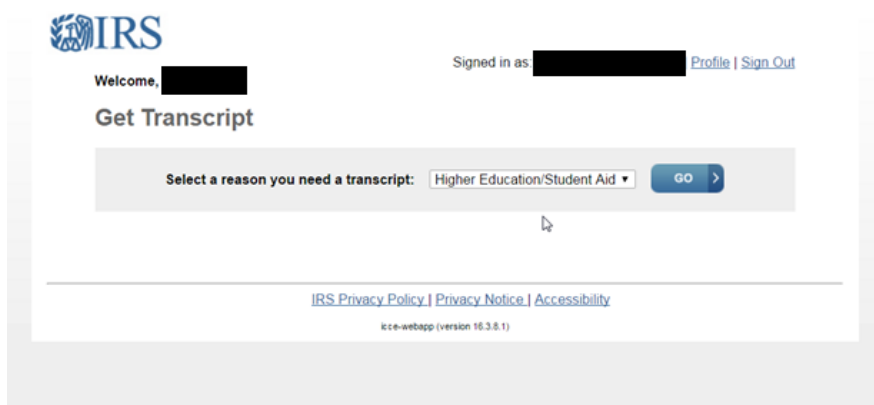
Related Websites

- [Social Security Administration \(SSA\) - My Account](#)
- [Free Application for Federal Student Aid \(FAFSA\)](#)

3. For first time users, click create account and follow instructions for creating an IRS.gov account. You will need your full name, email, birthday, Social Security Number (SSN) or Individual Tax Identification Number (ITIN), tax filing status, and current address, in addition to a text-enabled mobile phone and a financial account in *your* name as listed above. The process takes about 15 minutes.



4. Once your account is created and authenticated, select Higher Education/Student Aid as the reason you need a transcript, and click go



- Click 2015 in the Return Transcript box



Welcome, [redacted]
Get Transcript

Signed in as [redacted] | [Profile](#) | [Sign Out](#)

Select a reason you need a transcript: Higher Education/Student Aid

You selected: **Higher Education/Student Aid**
 We suggest you download: **Return Transcript**

Below are the transcripts and years available.

Return Transcript
2016
2015
2014
2013

Record of Account Transcript
2016
2015
2014
2013

Account Transcript
2016
2015
2014
2013

Wage & Income Transcript
2016
2015
2014
2013

[Show All](#)

[Show All](#)

Glossary

Return Transcript
 Tax Return Transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return. In many cases, a Return Transcript will meet the requirements of lending institutions offering mortgages and student loans.

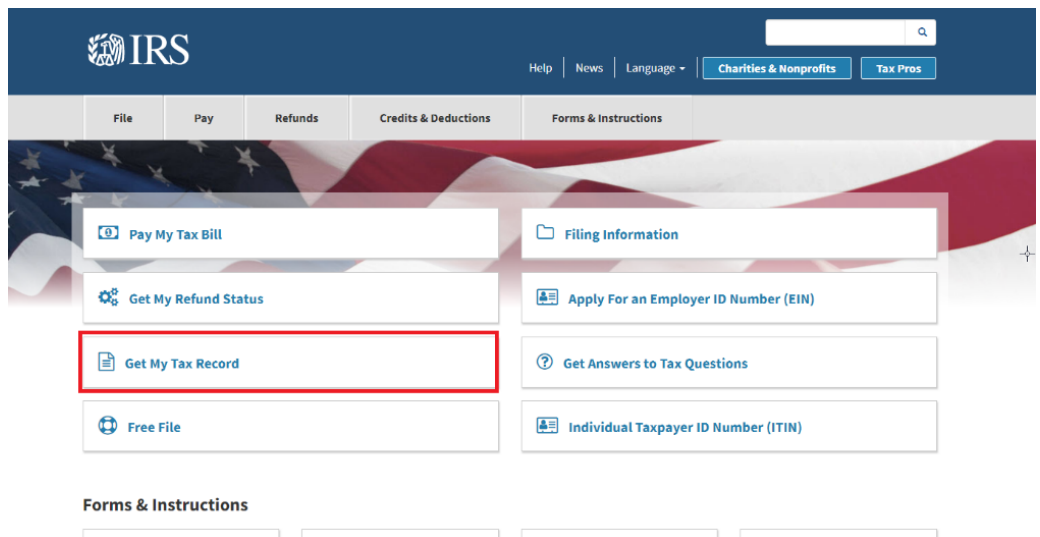
Record of Account Transcript
 Record of Account Transcripts combine the information from tax account and tax return transcripts.

Account Transcript
 Tax Account Transcripts provide any adjustments either you or we made after you filed your return. This

- If successful, a PDF of your 2015 Tax Return Transcript will pop up on your screen. Make sure you have ad blockers disabled

Requesting a 2015 Tax Return Transcript – Paper Copy by Mail

- Go to www.irs.gov and under Tools, click on Get My Tax Record



2. Then click on **Welcome to Get Transcript**
[Get Transcript by Mail](#)

English | [Español](#) | [Chinese, Traditional](#) | [Korean](#) | [Russian](#) | [Vietnamese](#)

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The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** if you need a photocopy of your return, you must use [Form 4506](#).

Get Transcript Online **Get Transcript by Mail**

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number

What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

Related Forms

- [About Form 4506](#)
- [About Form 4506T](#)
- [About Form 4506T-EZ](#)
- [Formulario Abreviado para la Solicitud de un Traslunto ...](#)

Related Websites

- [Social Security Administration \(SSA\) - My Account](#)
- [Free Application for Federal Student Aid \(FAFSA\)](#)

3. Fill in the requested information. Note: The street address must be typed in *exactly* as it appears on your 2015 tax return

IRS.gov Contact Us | Exit

Get Transcript [En Español](#) | [Privacy Notice](#)

All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

- -

Date of Birth

Day Month

Street Address ?

ZIP or Postal Code ?

[IRS Privacy Policy](#)

4. Once you have entered your personal information you will be brought to this screen. Select Return Transcript and 2015 in the tax year then click continue

The screenshot shows the IRS.gov website with the 'Get Transcript' heading. Below the heading, there are two dropdown menus. The first is labeled 'Type of Transcript' and has 'Return Transcript' selected. The second is labeled 'for Tax Year' and has '2015' selected. A 'Continue' button is located below the dropdowns. At the top right, there are links for 'Contact Us' and 'Exit'. At the bottom, there is a link for 'IRS Privacy Policy'.

5. The confirmation screen will appear once you have successfully requested your transcript. Please allow 5-10 days to receive it at the address listed on your 2015 tax return

The screenshot shows the IRS.gov website with the 'Get Transcript' heading. Below the heading, there is a confirmation message: 'We have accepted your request for a 2015 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.' Below this message, there is a note: 'If you need more than one copy of your transcript you are allowed to make copies for your personal records.' At the bottom, there are two buttons: 'Exit' and 'Request a different transcript'. At the top right, there are links for 'Contact Us' and 'Exit'. At the bottom, there is a link for 'IRS Privacy Policy'.

Requesting a 2015 Tax Return Transcript- By Phone

You can call 1-800-908-9946 to request a Tax Return Transcript. Follow the phone prompts and enter the appropriate information. A tax transcript will be delivered to the address of record within 5-10 days.

Requesting a 2015 Tax Return Transcript- Form 4506T

If you are unable to obtain a Tax Return Transcript via the methods above, you can request a 2015 Tax Return Transcript by mailing IRS Form 4506-T.

The form is available here: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

- 1) Please fill out the form carefully with the appropriate information. Do not have the transcript mailed directly to Cal Poly.
- 2) On question 6, write the tax form number for the form you filed in 2015. Check the first box on the right (option A) for the return transcript.
- 3) On question 9, write 12/31/2015 for the 2015 tax year.
- 4) Sign and date the bottom of the form.
- 5) If you lived in California when your 2015 tax return was filed, you can fax the form to (559)-456-7227 or mail form 4506-T to:

Internal Revenue Service
RAIVS Team
Stop 37106
Fresno, CA 93888

If you lived in another state, refer to form 4506-T for where to mail the form.

Cal Poly Financial Aid -- 1 Grand Avenue, 01-212 San Luis Obispo, CA 93407-0201
805-756-2927 (phone) 805-756-7243 (fax)
<http://financialaid.calpoly.edu> Email: financialaid@calpoly.edu
Title IV School Code: 001143