



# How to Obtain an IRS Tax Return Transcript

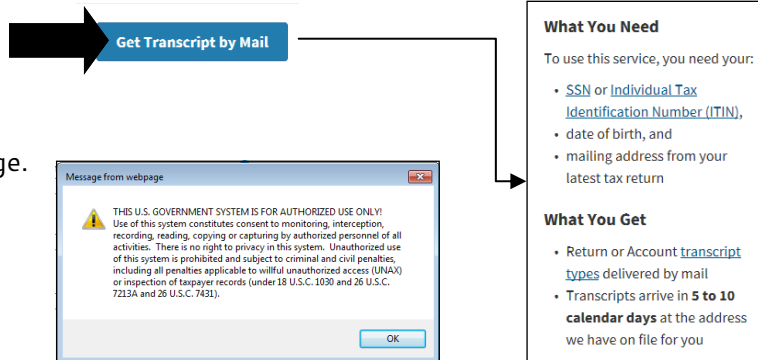
Wilmington College

Go to [www.irs.gov](http://www.irs.gov)

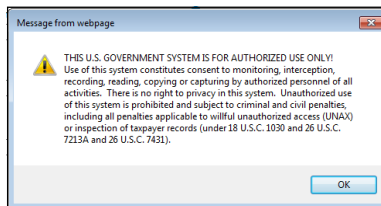
1. Go to [www.irs.gov](http://www.irs.gov).
2. Click, "Get My Tax Record".



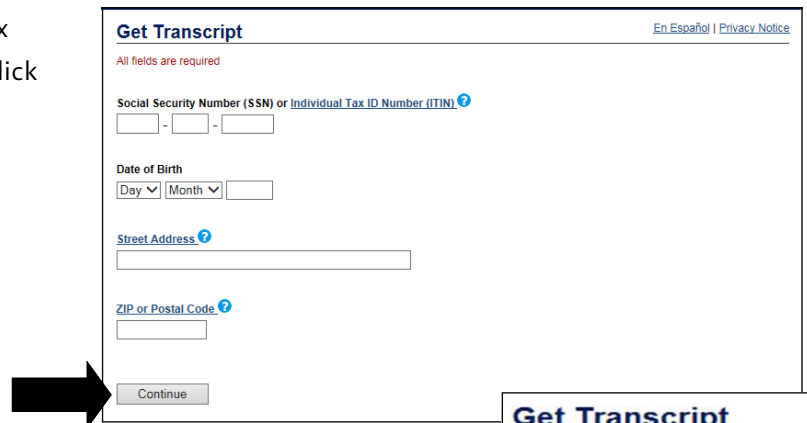
3. Select "Get Transcript by MAIL".



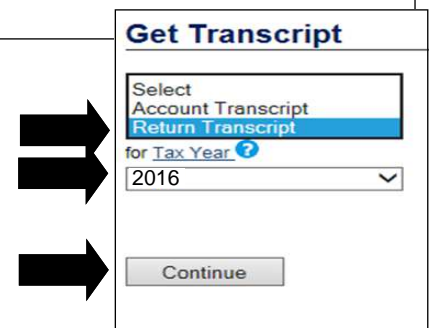
4. Click "OK" to the Message from webpage.



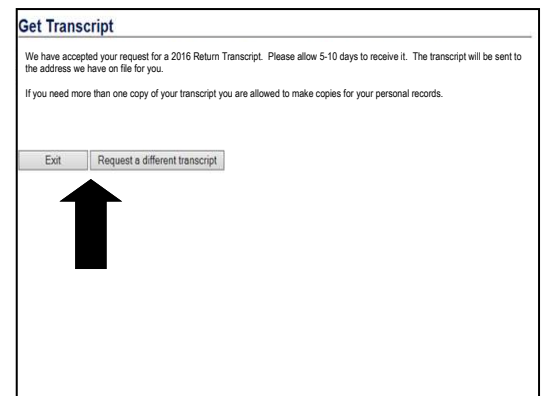
5. Enter the taxpayer's Social Security Number, Date of Birth and address exactly as it appears on the taxpayer's 2016 Federal Income Tax Return, then click "Continue".



5. You will be given the option of selecting two types of Tax Transcripts. Wilmington College will need the **Tax RETURN Transcript**. Make sure you select the 2016 Tax Year, then click "Continue".



6. You should receive a message stating your request was approved. Click "Exit" if you have requested all needed transcripts. Click "Request a Different Transcript" if you need to request a transcript for another family member.



NOTE: If the taxpayer files as "Married-Filing Separately", both taxpayers (student/spouse and/or mother/father) must request and submit a 2016 IRS Tax RETURN Transcript.

You will receive the transcript at the address listed on the taxpayer's 2016 Federal Income Tax Return within 5-10 days. When received, submit the entire document to the Student One Stop Center.