

Florence-Darlington Technical College Financial Aid Office

Obtaining IRS Tax Information

Instructions for Obtaining Transcripts or Copies of Tax Returns – Choose one of the three options below.

1. Call 1-800-829-1040 and request a transcript by the automated system.

Please follow the options listed below.

- Option 2 (Personal Tax Account)
- Option 2 (Forms You Have Already Filed)
- Option 3 for **Tax Transcript** – this takes you to an actual person; request **tax transcript** and you will be transferred to an automated service
- Press 1 to hear options in English
- Enter Your SSN
- If **Number Repeated** is correct, Press 1
- Enter the **Numbers** in your street address
- Press 2 for tax transcripts
- Enter the **Year** of the Return you are requesting
(Ex: For the current academic year 2011-2012, enter 2010)
- If the **year repeated** is correct press 1
- Press 3 to end the call

2. If you have never filed a return, you must request a Letter of Non-Filing by completing **Form 4506T**, Request for Transcript of Tax Return, and mail it to the address indicated on the form or fax it to the phone number indicated. You should receive your transcript within 10-15 days.

Form 4506-T is available online <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>

3. You may also visit the IRS office in the Federal Building at 401 W. Evans St. Florence, SC for questions and assistance.

For more information see the IRS website @ www.irs.gov.