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REQUESTING A TAX RETURN TRANSCRIPT

To obtain an IRS tax return transcript, go to www.irs.gov and click on the “Order a Return or Account Transcript” link, call 1-800-908-9946, **or** contact your local IRS office. Make sure to request the “IRS Tax **Return** Transcript” and not the “IRS Tax Account Transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Aid applicants who are not able to use the IRS Data Retrieval Tool may request tax transcripts at: <http://www.irs.gov/Individuals/Get-Transcript>.

If the tax transcript is unavailable when you try to request it, please continue to try. You may also choose to call the IRS or visit your local tax office.