

## [How to Request a 2015 Tax Return Transcript](#)

**IMPORTANT:** If you are unable to obtain your tax return transcript, please contact the Financial Aid Office.

### [Obtaining an IRS Tax Return Transcript:](#)

**\*\*Be sure to request the Tax RETURN Transcript, and NOT a Tax ACCOUNT Transcript,** except for the following circumstances: If you, your representative, or the IRS made changes to your return after it was filed, please request and submit to Financial Aid both the Tax Return Transcript **and** the Tax Account Transcript.

A **2015 IRS Tax Return Transcript** may be obtained through:

- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form [Form 4506T-EZ](#) or IRS Form [Form 4506-T](#)

**Once you receive your tax return transcript, write your Student ID Number on the top of the first page** and submit a **copy** to Financial Aid using the contact information below. Please do **NOT** request the transcript be sent directly to us from the IRS, as you should save a copy for your files in case there is ever need to resubmit it. **Be sure to keep a copy of the transcript for your records.**

### [Document Submission Methods](#)

Fax: 641-683-5741.

Email: [OneStop@indianhills.edu](mailto:OneStop@indianhills.edu)

Mail: Indian Hills Community College  
Attn: Financial Aid Office  
525 Grandview Ave  
Ottumwa, IA 52501

**FOLLOW UP:** Once your federal tax return transcript has been submitted to Financial Aid, please allow 1-2 business days for your requirements to be updated online (longer if you mail the information). **To check the status of your documents, go to WebAdvisor and click the Financial Checklist, under the Financial Aid heading.**

See back page for requirements of Individuals Granted a Filing Extension by the IRS

### [Individuals Granted a Filing Extension by the IRS](#)

An individual who is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2015;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2015 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.