



MANHATTAN COLLEGE

Financial Aid Administration
4513 Manhattan College Parkway
Riverdale, NY 10471

Phone: (718) 862-7100 Fax: (718) 862-8027 Web: www.manhattan.edu/finaid

How can I request a copy of my IRS Tax Return Transcript?

Those who filed taxes for the year 2015 can request a tax transcript from the Internal Revenue Service (IRS), free of charge, several different ways. A tax transcript is different than a tax return and will require the requester to provide their Social Security Number, date of birth, address and ZIP code as filed with the IRS for the 2015 year.

Online Request – Get Transcript by Mail

- Go to www.irs.gov
- Under tools select “Get a Tax Transcript”
- Select “Get Transcript by Mail”
- Acknowledge the disclosure pop up by clicking “OK”
- Fill out the form and click continue
 - The information that is used to request the transcript must be the information that was used at the time of filing and is on the tax return
 - If the IRS is having trouble retrieving your information, look at your tax return and make sure that all of the spelling and abbreviations match the tax return
 - Even if there are mistakes on the return transcript in address or name, use those errors when filling out the form
- In the drop down menu on the following screen select the following
 - Type of Transcript : Return Transcript
 - Tax year: 2015
- Click continue and if the request was successfully submitted, the IRS will mail the transcript to the address on the return in five to ten business days

Online Request – Get the Transcript via Web Print

- Recently the IRS has made the IRS Transcript available on their website www.irs.gov
 - **However, the person requesting the transcript must have a mortgage, credit card, home equity loan, home equity line of credit or car loan as well as a mobile phone with your name on the account**
- Go to www.irs.gov
- Under tools select “Get a Tax Transcript”
- Select “Get Transcript Online”
- Select “Get Started” or “Returning User”
- Fill out the information and print the tax return transcript
- Write down the credentials of the account in case later access to the account is needed
- The tax return transcript can be faxed to (718) 862-8027, mailed or dropped off to the Office of Financial Aid Administration

Telephone Request –

- Call the IRS at 1(800) 908-9946
- Press “1” to continue in English
- Filers will then be prompted to enter their Social Security number and the number of their street address
- Then select “option 2” to request an IRS Tax Return Transcript and enter “2015”
- If the request was successfully submitted, the transcript should arrive in five to ten business days

Mail/Fax Request –

- One can request a tax return transcript by completing the Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript. The request can be mailed or faxed to the appropriate address and/or fax number on the second page of the form. The form can be found on www.irs.gov under forms.

Visiting the IRS Office –

- In some cases, you may have to visit your local IRS office to get your tax return transcript
- Some offices do require appointments to retrieve a tax return transcript, it is recommended that you check before going to the office to get a transcript if an appointment is required

If there are problems retrieving your tax return, you may have to contact your local IRS office for assistance. Listed on the next page are the local IRS offices in New York State.

City	Street Address	Days/Hours of Service	Telephone*
Albany	Clinton Ave. & N. Pearl St. Albany, NY 12207	Monday - Friday 8:30 a.m. -4:30 p.m. By Appointment	(518) 427-4250
Bethpage	999 Stewart Ave. Bethpage, NY 11714	Monday - Friday 8:30 a.m. - 4:30 p.m.	(516) 576-7428
Binghamton	15 Henry St. Binghamton, NY 13901	Monday - Friday 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(607) 721-0338
Bronx	1200 Waters Pl. Bronx, NY 10461	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment	(718) 536-3660
Brooklyn	2 MetroTech Center, Brooklyn, NY 11201	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment	(718) 834-6559
Buffalo	130 South Elmwood Ave. Buffalo, NY 14202	Monday - Friday 8:30 a.m.-4:30 p.m.	(716) 961-5100
Elmira	149 West Gray St. Elmira, NY 14901	Monday - Friday 9:00 a.m.- 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.) By Appointment	(607) 767-1012
Hauppauge	1180 Veterans Memorial Hwy. Hauppauge, NY 11788	Monday - Friday 8:30 a.m.-4:30 p.m.	(631) 851-4726
Jamestown	201 West Third St. Jamestown, NY 14701	Monday - Friday 9:00 a.m.- 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(716) 961-5100
Kingston	153 Sawkill Rd. Kingston, NY 12401	Monday - Friday 9:00 a.m.- 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.) By Appointment	(845) 339-5384
New York (Harlem)	2283 Third Ave. New York, NY 10035	Monday - Friday 8:30 a.m.-4:30 p.m.	(646) 672-5682
New York (Downtown)	290 Broadway New York, NY 10007	Monday - Friday 8:30 a.m.-4:30 p.m.	(212) 436-1000
Poughkeepsie	191 Main St. Poughkeepsie, NY 12601	Monday - Friday 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(845) 451-7101
Queensbury	375 Bay Rd. Queensbury, NY 12804	Monday - Friday 9:00 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.) By Appointment	(518) 798-6047
Rego Park	59-17 Junction Blvd. Rego Park, NY 11368	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment	(718) 760-6019
Rochester	255 East Ave. Rochester, NY 14604	Monday - Friday 8:30 a.m.-4:30 p.m. Services Provided	(585) 263-5840
Staten Island/remote Taxpayer Assistance available at Project Hospitality	514 Bay St. Staten Island, NY 10304	Monday - Friday 8:30 a.m.-4:30 p.m.	(212) 436-1000
Syracuse	One Park Place 300 South State St. Syracuse, NY 13202	Monday - Friday 8:30 a.m.-4:30 p.m.	(315) 448-0807
Utica	10 Broad St. Utica, NY 13501	Monday - Friday 9:00 a.m.-4:00 p.m. (Closed for lunch 12:00 noon - 1:00 p.m.)	(315) 793-1952
West Nyack	242 W. Nyack Rd. West Nyack, NY 10994	Monday - Friday 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.) By Appointment	(845) 627-1487
White Plains	210 E. Post Rd. White Plains, NY 10601	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment	