

## **IRS Tax Return Transcript Request Instructions**

Dakota College at Bottineau may request an IRS Tax Return Transcript due to Verification requirements. The IRS provides this service free of charge.

### **Online or Mail Request:**

1. Go to the IRS website of [www.irs.gov](http://www.irs.gov)
2. Click on *Get Your Tax Record*
3. Click on *Get Transcript Online or Get Transcript by Mail*
4. Follow the steps to set up an account
5. You would need to use the address listed on your tax filing
6. Once account is created, the reason for the request is *higher education*
7. Select *Tax Return Transcript* for the filing year requested
8. You will have instant access to the return
9. Print and fax to us at 701/228-5499

Mail: Dakota College at Bottineau, Attn: Financial Aid Office, 105 Simrall Blvd, Bottineau ND 58318

### **Telephone Request (1-800-908-9946)**

1. Tax filers must follow prompts to enter their social security number and their house number in their street address. Generally, this will be the numbers of the street address that was listed on the latest tax return filed.
2. Selection *option 2* to request a Tax Return Transcript and then enter the requested filing year.
3. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address used in the phone request, within 5-10 days of the request.