

IRS TAX RETURN TRANSCRIPT

REQUEST IT ONLINE

Go to

<http://www.irs.gov/Individuals/Get-Transcript>

- Choose Tax Return under “Get Transcript by Mail”
- Follow on screen prompts to create an account
- Choose “2015” under “Return Transcript”
- A hard copy will be mailed to you in 5-10 Calendar Days
- Mail, bring in, email to financialaid@subr.edu or fax to (225) 771-5898

GET IT BY MAIL

Call 1-800-908-9946

- Follow Prompts to enter SSN and address
- Select “Option 2” to request an tax return transcript
- Enter 4 digit for tax year being requested (2015); or
- Mail, bring in, email to financialaid@subr.edu or fax to (225) 771-5898

Southern University A&M College
Office of Student Financial Aid
PO BOX 9961
Baton Rouge, LA 70813

GET IT IN PERSON

Can be retrieved from any IRS location

To find nearest IRS office go to <http://www.irs.gov/uac/Contact-Your-Local-IRS-Office>.

Baton Rouge IRS Office
2600 Citiplace Centre
Baton Rouge, LA 70808
(225)-343-8625

(Whitney Bank Bldg., 2nd floor)

By appointment only

Call 1-844-545-5640 to schedule an appointment