

# IRS TAX RETURN TRANSCRIPT

## GET IT ONLINE

Go to

<https://www.irs.gov/individuals/get-transcript>

- Choose “Get Transcript Online”
- Follow on screen prompts create an account
- Choose “2016” under “Return Transcript”
- Print

## GET IT BY MAIL

Go to

<https://www.irs.gov/individuals/get-transcript>

- Choose “Get Transcript by Mail”
- Follow on screen prompts
- Choose “2016” under “Return Transcript”

Call 1-800-908-9946

- Follow Prompts to enter SSN and address
- Select “Option 2” to request an tax transcript
- Enter 4 digit for tax year being requested (2016)

Southern University and A&M College  
Office of Student Financial Aid  
PO Box 9961  
Baton Rouge, LA 70813  
Fax: (225) 771-5898

## 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  
Office Information  
(225)-343-8625  
(Whitney Bank building, 2<sup>nd</sup> floor)

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