

# Internal Revenue Service Contact Information

## Option 1

### Retrieve a 2015 Tax Transcript and/or Wage Statement from the IRS at [www.irs.gov](http://www.irs.gov).

- Under the Heading, “Tools”, click on the link, “Get Transcript of Your Tax Records.”
- Click on the arrow that is pointing down next to, “Get Transcript ONLINE.”
- Click Ok.
- Click on “CREATE AN ACCOUNT.” Enter the information. A code will be sent to your e-mail address.
- Minimize the screen.
- Open another internet webpage and go to your e-mail and get the IRS code.
- Maximize the IRS page again and enter the code. Answer the remaining questions to access the page where you can download the 2015 Tax Transcript and/or Wage Statement.

## Option 2

### Ordering a 2015 Tax Return Transcript by Phone

1-800-908-9946 or  
IRS2GO mobile app

7:00 am – 7:00 pm Monday-Friday  
9:00 am – 3:00 pm Saturday

1. Call the IRS
2. Follow the prompts
3. Select the option to “Request a Tax Transcript”
4. Enter appropriate year (2015)

The transcript will be mailed to you within 5 to 10 days.

\*\*If you did not file a tax return or did not work in 2015, request a Verification of Non-filing.

\*\*If you worked but did not file a tax return for 2015, request a W-2 Statement, Wage and Earning Statement.

## Option 3

### Ordering a 2015 Tax Return Online

1. Go to the IRS website: [www.irs.gov](http://www.irs.gov)
2. Under “Tools” click on the link, “Get Transcript of Your Tax Record.”
3. On the “Get Transcript” page, click on the envelope icon for the option “Get Transcript by MAIL”.
4. Complete the information fields and click continue. The information must match the IRS database.
5. On the next screen “Get Transcript, select “Return Transcript” under the “Type of Transcript.”
6. Select the appropriate year in the “Tax Year” field (2015).

Confirmation will be given is complete.

The transcript will be mailed within 5 to 10 days

## Option 4

### Ordering a 2015 Tax Return Transcript Paper Form

#### Complete a 4506T Form

Note: Download a copy from [www.irs.gov](http://www.irs.gov) or pick up a form in the Financial Aid Office

1. Line 5 allows direct mailing or fax of the transcript to WGTC.
2. On Line 6 enter the appropriate tax year (2015) and check the box to the right for “Return Transcript.”
3. Sign and date the form.
4. Mail or fax the completed form to address/fax number:

Internal Revenue Service

RAVIS Team  
Stop 6705 P-6

Kansas City, MO 64999  
Fax number: 816-292-6102

The IRS will notify the tax filer if they were not able to provide the transcript and the reason why.

The IRS will mail the tax transcript within 5 to 10 days of receipt.