

*Find out if you will need to order
an IRS Tax Transcript*

If you fit into one of the following categories, then you will not be able to file with FAFSA using the automatic electronic IRS data transfer.

- My tax status is married Filing Separately**
- My tax status is Head of Household**
- I filed an amended tax return**
- I filed a Puerto Rican or foreign tax return**
- I recently filed my taxes**

If you filed your taxes electronically within the past **2 weeks** or if you filed your taxes by mail within the last **8 weeks**, your tax information may not yet be available from the IRS.

Keep in mind that the College's Financial Aid Advisor will need time to receive and process this information before your award package can be completed. To avoid long processing times, request the Tax Transcript no later than

April 16th, 2012. Check your Banner Web account at www.cobleskill.edu to find out if the document has arrived.

Documents received after this date will be processed as quickly as possible. However, requesting the tax transcript can take 5-10 days, processing your financial aid may take 2 to 4 weeks depending on the volume of documents being sent to the Advisor.

**Don't wait until the last minute!
File your tax returns early and request the Tax Transcripts right away!**

For more information please contact the Financial Aid Office at SUNY Cobleskill.

Office of Financial Aid
SUNY Cobleskill
106 Suffolk Circle
Cobleskill, New York 12043
FAX: 1.518.255.5623
TEL: 1.518.255.5844

IRS Tax Return Transcript
Request Process

Tax filers can request a transcript, free of charge, of their 2011 tax return from the IRS in one of three ways.

- 1) **Online Request:** www.irs.gov
- 2) **By telephone:** 1-800-908-9946
- 3) **To send or fax by mail:** (Download the form)
<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

To request the form online:

Step 1

In the **Online Services** section of the homepage click "Order a Tax Return or Account Transcript"

Step 2

Click "Order a Transcript"

Step 3

Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.

Step 4

Click "Continue"

Step 5

In the **Type of Transcript** field, select "Return Transcript" and in the **Tax Year** field, select "2011".

Step 6

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.

Step 7

IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Step 8

Mail or fax your IRS Tax Transcript to:

Office of Financial Aid
SUNY Cobleskill
106 Suffolk Circle
Cobleskill, New York 12043
FAX: 1.518.255.5623
TEL: 1.518.255.5844