

# **BARTON**

COMMUNITY COLLEGE

## **IRS Tax Transcript Request**

### **INSTRUCTIONS ON HOW TO REQUEST COPIES OF TAX DOCUMENTS**

1. Call (800) 829-1040
2. Select Prompt 2 - For Questions about your personal income taxes
3. Select Prompt 1- For Questions about a form you have already submitted, your tax history, or payment
4. Select Prompt 2 – If you need an account or tax transcript
5. Your call will be transferred to the individual accounts department.
6. You will want to request the following from a customer service representative:

**A copy of your 12/31/11 Tax Return transcript**

or

*If you did not file a 2011 tax return because you were not required to or chose not to file you will need to request the following:*

**12/31/11 verification of non-filing**  
**A copy of your 12/31/11 W2 transcript**

7. Your tax transcript should arrive in 10-15 days, free of charge
8. **SIGN** all tax documents before forwarding them to:  
Barton Community College  
Financial Aid  
245 NE 30 Rd  
Great Bend, KS 67530

OR

Order online: <https://sa1.www4.irs.gov/irfof-tra/start.do>

Choose "Return transcript"

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