

A 2016 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click “Get Your Tax Record.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click “Get Your Tax Record.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2016 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS.

Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2016 paper IRS income tax return has been received by the IRS.

If the student and spouse (if applicable) filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript must be requested.

You can contact the Financial Aid Office at 419-251-1216 or 419-251-1219 if you have any questions. Please mail all documents to:

Mercy College of Ohio
Financial Aid Office
2221 Madison Avenue
Toledo, OH 43604

You can also fax the documents to us at 419-251-0969 or scan and email documents to: financialaid@mercycollege.edu.