



## **Tax document instructions**

The US Department of Education has selected your FAFSA for verification. The parent and/or student is required to provide official IRS tax information and send it to Tompkins Cortland Community College. You can send via fax, mail, email, or dropping off in person.

Tompkins Cortland Community College  
PO Box 139  
170 North St  
Dryden, NY 13053  
[aid@tompkinscortland.edu](mailto:aid@tompkinscortland.edu)  
Fax: (607)844-6538

To get a 2016 Federal Tax Return Transcript:

1. Go to [www.IRS.gov](http://www.IRS.gov) homepage and select “Get Your Tax Record.”
2. Follow the instructions provided on the site.

**OR**

3. Complete the 4506-T form. Available at [www.IRS.gov](http://www.IRS.gov).

\*\*\*\*Be sure to request tax **RETURN** transcript\*\*\*\*

To get a 2016 W-2:

1. From 2016 employer/human resources department.

**OR**

2. Go to [www.IRS.gov](http://www.IRS.gov) homepage and select “Get Your Tax Record”. Follow instructions for a “Wage and Income Statement.”

To get a 2016 “Non-Tax Filing” form:

1. Fill out form 4506-T. Mail or fax this form to the IRS. This is available on the Tompkins Cortland Community College web site at:  
[http://www.tc3.edu/enroll\\_svc/f\\_documents.asp](http://www.tc3.edu/enroll_svc/f_documents.asp) or [www.IRS.gov](http://www.IRS.gov).

## Transcripts for Victims of Tax Identity Theft

Victims of tax identity theft who cannot get a federal tax return transcript must take the following steps:

1. Call the IRS Identity Protection Specialized Unit (IPSU) at 1-800-908-4490.
2. Ask the IRS to mail you an Alternate Paper Tax Return Transcript known as Transcript Database View (TRDBV).
3. You may also request the IRS fax the TRDBV to our office at 607-844-6538.

### What is tax-related identity theft?

Tax related identity theft occurs when someone uses your stolen social security number to file a tax return claiming a fraudulent refund. Generally, a tax identity thief will use your SSN to file a false tax return early in the year.

You may be unaware you are a victim until you try to file your taxes and learn one already has been filed using your SSN.

The IRS understands that tax identity theft is a frustrating process for victims. They are committed to working with you to resolve your case as quickly as possible.

### Steps to take if you become a victim of tax identity theft

- File a report with law enforcement
- Report identity theft at [ftc.gov/complaint](https://ftc.gov/complaint) and learn how to respond to identity theft at [identitytheft.gov](https://identitytheft.gov).
- Contact one of the three major credit bureaus to place a 'Fraud Alert' on your credit records:
  - Equifax, [www.Equifax.com](https://www.Equifax.com), 1800-525-6285
  - Experian, [www.Experian.com](https://www.Experian.com), 1-888-397-3742
  - TransUnion, [www.TransUnion.com](https://www.TransUnion.com), 1-800-680-7289
- Contact your financial institutions and close any accounts opened without your permission or tampered with.