

## Directions for Obtaining IRS Transcripts for Fee Assistance Applicants

An IRS Return Transcript must be submitted with your completed fee assistance application in order to verify income and family size. By requiring government-verified documentation, we can ensure that fee assistance applications are processed fairly and consistently for all clients. The document includes most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. We will use your family's Adjusted Gross Income (AGI) to determine if you qualify for assistance based on the federal poverty guidelines and your family size. There is no fee to request a transcript and no limit on the amount of times it can be requested.

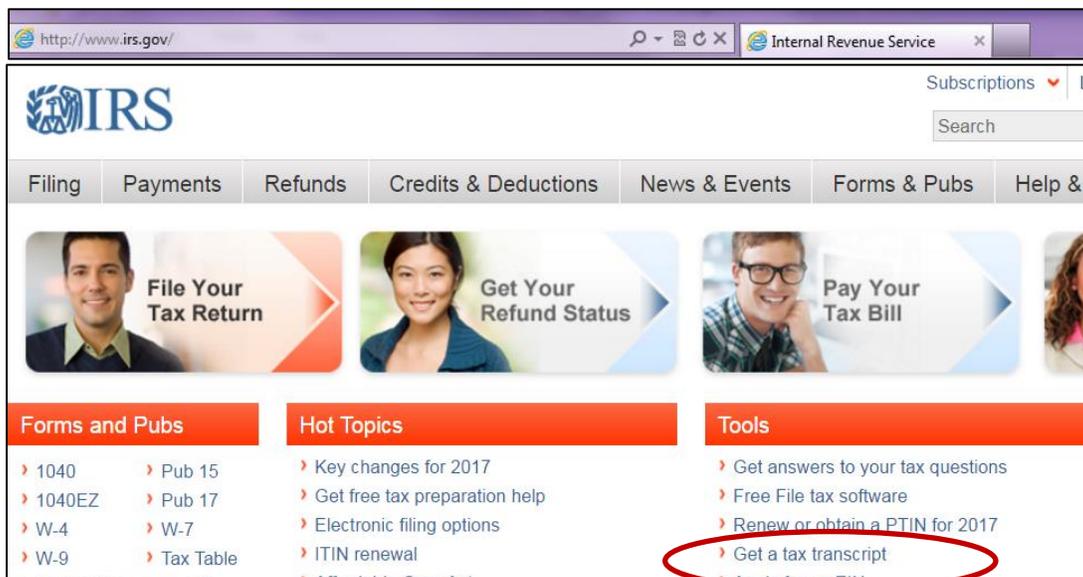
The **IRS Return Transcript** for the most recent year tax must be submitted (see below for yearly guidelines). If you did not file taxes in the most recent tax year, you must instead submit the **Verification of Non-Filing** to show that no transcript exists. Applications will not be reviewed by facility staff without one of these two documents.

### Both forms can be obtained in several ways:

- **Online:** The fastest way to access your transcript. You can create an online account for same-day retrieval, or you can request that the transcript be sent to you via mail. See instructions below.
- **By Phone:** Call the automated retrieval service at 1-800-908-9946 and follow the voice-activated prompts.
- **In Person:** Visit a local IRS office (find a list at <http://www.irs.gov/uac/Contact-My-Local-Office-in-Maryland>).
- **By Mail:** Download a "Request for Transcript of Tax Return" (Form 4506-T) from [www.irs.gov](http://www.irs.gov) and send it by mail or fax as directed.

## Get Transcript Online

- Visit [www.irs.gov](http://www.irs.gov). On the home page, under Tools, select "Get a tax transcript".



- Select "Get Transcript Online".

 <p><b>What You Need</b> To register and use this service, you need:</p>	 <p><b>What You Need</b> To use this service, you need your:</p>
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Note: To use Get Transcript Online, you must have your SSN (Social Security Number) and immediate access to your email account to confirm your email address. Then you'll need to answer personal, financial, and tax-related questions to verify your identity.

- Create your [www.irs.gov](http://www.irs.gov) login. (It may take a few minutes or hours to receive account confirmation via email.)
- Log into your account. Under "Get Transcript", select the reason you need a transcript as "Income Verification."

The screenshot shows the 'Get Transcript' page. At the top, it says 'Get Transcript'. Below that is a form with the text 'Select a reason you need a transcript:' followed by a dropdown menu set to 'Income Verification' and a blue 'GO >' button. Below the form is a green box with the text: 'You selected: **Income Verification**  
We suggest you download: **Return Transcript**'.

- Under "Return Transcript", select the most recent year available. The document will open as a PDF which you can download, print, and staple to your application packet. If you did not file taxes for the most recent year, select the "Verification of Non-Filing" option instead.

The screenshot shows the IRS 'Get Transcript' page for a user named JANE G. DOE. It includes the IRS logo, a welcome message, and the same 'Select a reason you need a transcript:' form as the previous screenshot. Below the form, it says 'Below are the transcripts and years available.' There are three columns of options: 'Return Transcript' with years 2013, 2012, and 2011; 'Record of Account Transcript' with years 2013, 2012, and 2011; and a 'Glossary' section with a 'Return Transcript' entry explaining that these transcripts show most line items from a tax return (Form 1040, 1040A, or 1040EZ) as originally filed, including any accompanying forms and schedules. The 2013 options in the first two columns are highlighted with a green border.

## Get Transcript by Mail

- Visit [www.irs.gov](http://www.irs.gov). On the home page, under Tools, select "Get A Transcript of Your Tax Records".
- Select "Get Transcript by Mail". A Spanish option is available as well (click "en Español").

The image shows two side-by-side buttons for 'Get Transcript ONLINE' and 'Get Transcript by MAIL'. Below each button is a section titled 'What You Need'. Under 'What You Need' for the online option, it says 'To register and use this service, you need:'. Under 'What You Need' for the mail option, it says 'To use this service, you need your:'.

Note: To use Get Transcript by Mail, you will need your SSN or ITIN (Individual Taxpayer Identification Number), date of birth, and address from your latest tax return.

- Enter your SSN or ITIN, date of birth, street address, and zip code. Click “Continue”.

The screenshot shows the IRS 'Get Transcript' form. At the top left is the IRS logo and '.gov'. The title 'Get Transcript' is in blue. Below the title, it says 'All fields are required'. There are four main input sections: 1. 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)' with three separate input boxes separated by dashes. 2. 'Date of Birth' with 'Day' and 'Month' dropdown menus and a final input box. 3. 'Street Address' with a single long input box. 4. 'ZIP or Postal Code' with a single input box. At the bottom left is a 'Continue' button.

- Under “Type of Transcript”, select Return Transcript. Under “Tax Year”, select the most recent option. Click “Continue”.

This screenshot shows a portion of the 'Get Transcript' form. It features two dropdown menus. The first is labeled 'Type of Transcript' and has 'Return Transcript' selected. The second is labeled 'for Tax Year' and has '2014' selected. A 'Continue' button is located at the bottom of this section.

- The final screen will confirm that your request has been received, and you will receive the document in the mail in 5-10 days (after which you can submit it along with the fee assistance application to your local staffed Parks & Recreation facility).

The screenshot shows the final confirmation screen. At the top left is the IRS logo and '.gov'. At the top right are links for 'Contact Us' and 'Exit'. The title 'Get Transcript' is in blue. Below the title, the text reads: 'We have accepted your request for a 2014 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.' Below this, it says: 'If you need more than one copy of your transcript you are allowed to make copies for your personal records.'

**Questions? Call our Customer Service Help Desk at 301-699-2255 or email [Help4SMARTlink@pgparks.com](mailto:Help4SMARTlink@pgparks.com).**