

Requesting a Tax Return Transcript

What is a Tax Return Transcript?

The tax return transcript is a document tax filers can request from the IRS that includes the information submitted on the tax return. The IRS makes tax return transcripts available to individuals that request it free of charge.

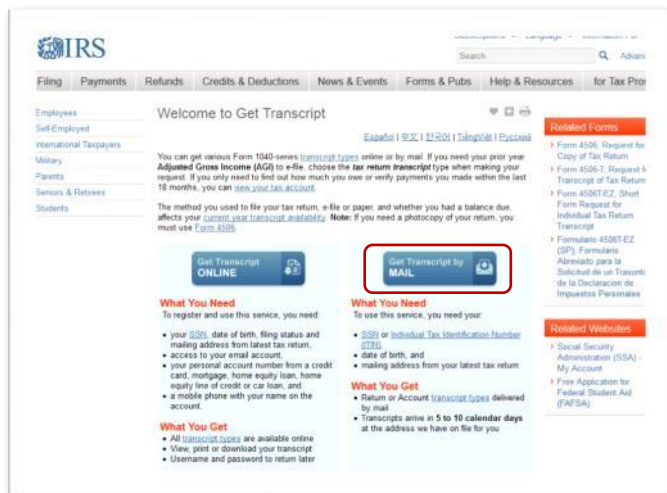
Why does my school need a Tax Return Transcript? Can't I just give them a copy of my tax return?

When processing submitted FAFSA's, the Department of Education selects about one third of all applications to confirm information provided. A school may request a student's or parents' Tax Return Transcript (or the use of the IRS Data Retrieval Tool) in order to verify financial information reported on the FAFSA. For information on how to use the IRS Data Retrieval Tool, visit [here](#).

Department of Education regulations require that schools collect Tax Return Transcripts or have students and/or their parents use the IRS Data Retrieval Tool in lieu of any other documentation if required to file taxes.

How do I request a copy of a Tax Return Transcript?

1). To request a Tax Return Transcript online visit www.IRS.gov/individuals/get-transcript. (The transcript is generally received within 10 business days from the IRS's receipt of the online request.)



- Provide the following information:
 - Social Security
 - Date of Birth (DDMMYYYY)
 - Street Address (Do not include punctuation)
 - Zip Code

IRS.gov

Get Transcript by Mail

Type of Transcript ?
Return Transcript

for Tax Year ?
Select

Continue

- Select the Type of Transcript

For Financial Aid Purposes, request the Tax Return Transcript

- Select the tax year you wish to receive.

This should be the most recently completed tax year (i.e. for the 2018-2019 FAFSA, request the 2016 Tax Return Transcript, for the 2019-2020 FAFSA, request the 2017 Tax Return Transcript).

The IRS will mail your Tax Return Transcript to the address indicated on the Tax Return.

- 2). Complete an IRS Form 4506-T. The tax transcript is generally received within 10 business days from the IRS's receipt of the paper request form. The 4506-T is available at: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- 3). Automated Telephone Request: 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

Once received, please submit copies of the Tax Return Transcript to the Financial Aid and Scholarship Office