

Requesting a Tax Return Transcript from the IRS

If your FAFSA is selected for verification, and you did not use the IRS Data Retrieval option or you changed the IRS data, you will be required to request a tax return transcript from IRS and submit it to the Financial Aid Office.

There are three ways to request your tax return transcript: by phone, online, or by mail. Please make sure you request a Tax Return Transcript. Do not request a Tax Account Transcript or Record of Account because they cannot be used for financial aid verification purposes.

A tax return transcript can be **ordered by phone**. Follow the options listed below:

- Call the IRS at 1-800-908-9946 (7:00 a.m. to 10:00 p.m.)
- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address. Generally, these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- Select "Option 2" to request an IRS Tax Return Transcript, and then enter "2012" for the 2013-14 FAFSA, or "2013" for the 2014-15 FAFSA.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

A tax return transcript can be **ordered online**. Follow the options listed below:

- Go to www.irs.gov
- Click Order a Tax Return or Account Transcript located under Tools.
- Click Order a Transcript under Step 3
- Enter your SSN, Date of Birth, Street Address, and Zip Code
- Click Continue
- Select Return Transcript for Tax Year (i.e. 2012 for 2013-14; 2013 for 2014-15)
- Click Continue
- In most cases, your tax return transcript will be displayed on screen as a PDF document. You can print and/or save to your computer. Don't save this document to a public computer.

A tax return transcript can be **ordered by mail**. Follow the options listed below:

- Complete Form 4506-TEZ (Request for Transcript of Tax Return)
- Form 4506-T is available online at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
- Mail or fax the completed IRS Form to the appropriate address (or fax number) provided on page 2 of Form 4506T-EZ.
- Your transcript(s) will be mailed within 5 to 10 days from the IRS.