

Requesting a Tax Return Transcript

What is a Tax Return Transcript?

A tax return transcript is the formatted record of a tax return filed with the IRS. The IRS makes tax return transcripts available to individuals that request it free of charge.

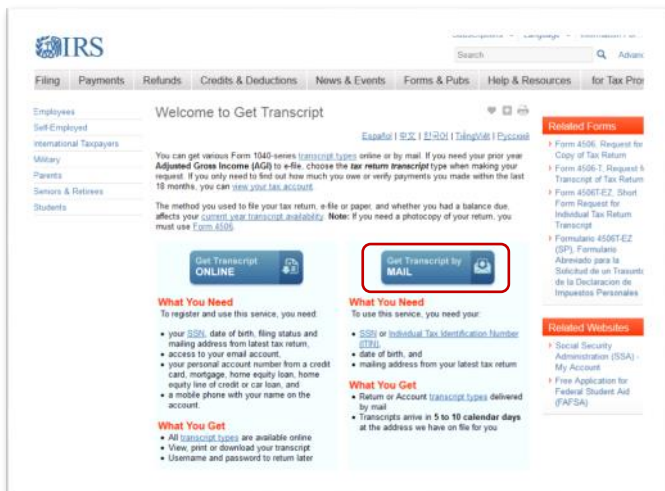
Why does my school need a Tax Return Transcript? Can't I just give them a copy of my tax return?

When processing submitted FAFSAs, 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?

To request a Tax Return Transcript visit www.irs.gov/individuals/get-transcript Mail (received via mail in about (5-10 business days)

A screenshot of the IRS 'Get Transcript' form. The form is titled 'Get Transcript' and includes a 'Contact Us | Exit' link in the top right corner. Below the title, there is a note that 'All fields are required'. The form contains several input fields: a Social Security Number (SSN) or Individual Tax ID Number (ITIN) field, a Date of Birth field with dropdown menus for Day and Month, a Street Address field, and a ZIP or Postal Code field. Each of these input fields is highlighted with a red box. At the bottom of the form, there is a 'Continue' button and a link to the 'IRS Privacy Policy'.

Provide the following information:

- Social Security Number
- Date of Birth (DDMMYYYY)
- Street Address (Do not include punctuation)
- Zip Code

Requesting a Tax Return Transcript



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 2017-2018 FAFSA, request the 2015 Tax Return Transcript, for the 2018-2019 FAFSA, request the 2016 Tax Return Transcript).

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

If you have recently moved and no longer reside at the address you used to file taxes, complete an IRS Form 4506T instead.

The 4506T is available at: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>

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