

# 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](http://www.IRS.gov/individuals/get-transcript)

Mail (received via mail in about 5-10 business days)

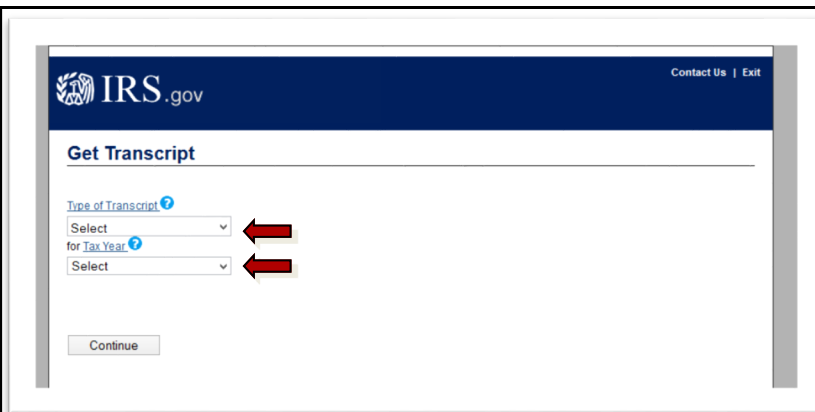
The screenshot shows the IRS 'Get Transcript' page. On the left, there is a navigation menu with options: Self-Employed, International Taxpayers, Military, Parents, Seniors & Retirees, and Students. The 'Parents' option is selected. In the center, there is an 'Alert' box stating that the online service is currently unavailable and that users can still order transcripts using the 'Get Transcript by Mail' service. Below the alert, there is a 'Get Transcript by MAIL' button with a red arrow pointing to it. To the right of the button, there is a list of bullet points: 'Transcripts arrive in 5 to 10 calendar days at the address we have on file for you', 'Transcript Types available by mail', 'Frequently asked questions (FAQs)', and 'Get Transcript by Mail en Español'. On the far right, there are two sections: 'Related Forms' and 'Related Websites'. 'Related Forms' lists Form 4506, Form 4506-T, Form 4506T-EZ, and Formulario 4506T-EZ (SP). 'Related Websites' lists Social Security Administration (SSA) - My Account and Free Application for Federal Student Aid (FAFSA).

Provide the following information:

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

The screenshot shows the IRS 'Get Transcript' form. At the top, there is the IRS logo and the text 'Contact Us | Exit'. Below that, the title 'Get Transcript' is displayed, along with a link for 'En Español | Privacy Notice'. A red note states 'All fields are required'. The form contains several input fields: 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)' with a red arrow pointing to the input box; 'Date of Birth' with dropdown menus for 'Day' and 'Month' and a red arrow pointing to the input box; 'Street Address' with a red arrow pointing to the input box; and 'ZIP or Postal Code' with a red arrow pointing to the input box. At the bottom of the form, there is a 'Continue' button and a link for 'IRS Privacy Policy'.

# Requesting a Tax Return Transcript



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 2015-2016 FAFSA, request the 2014 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 Student Financial Aid Office.