

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

The screenshot shows the IRS website's 'Individuals' section. The left sidebar lists various categories, with 'Tax Record (Transcript)' selected. The main content area is divided into two sections: 'Request Online' and 'Alternative to Requesting a Transcript Online'. The 'Request Online' section includes a 'Get Transcript Online' button. The 'Alternative to Requesting a Transcript Online' section includes a 'Get Transcript by Mail' button, which is circled in red. A caution note is present below the 'Get Transcript Online' button.

Click "Get Transcript by Mail"

The screenshot shows a warning message from the IRS website. The message reads: 'THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!'. Below the message is a paragraph of text explaining that using the system constitutes consent to monitoring and that unauthorized use is prohibited. At the bottom of the message is an 'OK' button, which is circled in red.

Click "OK"

Requesting a Tax Return Transcript

Get Transcript by Mail

See our [Privacy Notice](#) regarding our request for your personal information.

All fields are required.

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

Date of Birth
MM/DD/YYYY

Street Address ?

ZIP or Postal Code ?

CONTINUE

Provide the following information:

- Social Security Number
- Date of Birth (DD/MM/YYYY) (include slashes)
- Street Address (Do not include punctuation)
 - Zip Code

Then click "CONTINUE"

Get Transcript by Mail

Select Transcript Type ?

Account Transcript

Return Transcript

Select Tax Year ?

2021

2020

2019

2018

Customer File Number ?
Numeric input only (0-9)

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 2023-2024 FAFSA, request the 2021 Tax Return Transcript, for the 2024-2025 FAFSA, request the 2022 Tax Return Transcript).

Then click "CONTINUE"

Get Transcript by Mail

We have accepted your request for a 2019 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

EXIT **REQUEST A DIFFERENT TRANSCRIPT**

You can then request another transcript or click "EXIT"

The IRS will mail your Tax Return Transcript to the address indicated on the Tax Return. (received via mail in about (5-10 business days)

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.