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.

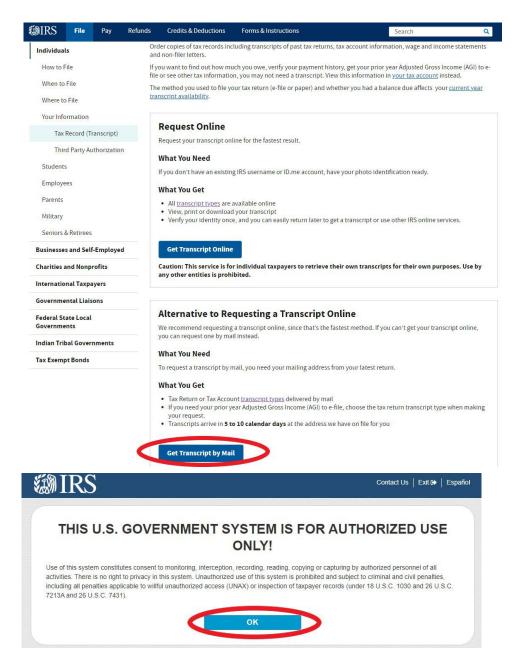
Why does my school need a Tax Return Transcript? Can't I just give them a copy of my tax return?

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) inorder 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?

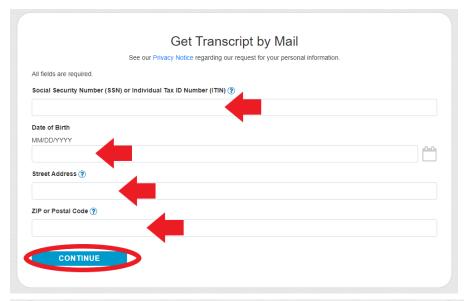
To request a Tax Return Transcript visit www.IRS.gov/individuals/get-transcript



Click "Get Transcript by Mail"

Click "OK"

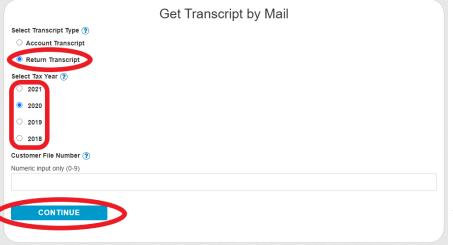
Requesting a Tax Return Transcript



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"



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"



You can then request another transcript or click "EXIT"

The IRS will main 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.