

IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their 2013 tax return from the IRS in one of three ways.

Online Request

- Visit www.irs.gov/Individuals/Get-Transcript.
- Select either the **Get Transcript ONLINE** button or the **Get Transcript by MAIL** button. Both options provide the same results, but the ONLINE option is immediate.

Get Transcript ONLINE Instructions

- Click the CREATE AN ACCOUNT button and complete the requested steps. If you already have an account, simply Sign In with your credentials instead.
- On the Request Transcript page, select the "Higher Education/Student Aid" option and click on the Return Transcript for the tax year requested.
- Print the Tax Return Transcript and deliver it to the Student Financial Aid office.

Get Transcript by MAIL Instructions

- Enter the requested information and click Continue.
- Select "Return Transcript" for the Type of Transcript, select the 2013 for Tax Year, and click Continue.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address on file with the IRS within 5 to 10 business days. IRS Tax Return Transcripts cannot be sent to an address other than the one on file with the IRS.
- Once received, deliver the Tax Return Transcript to the Student Financial Aid office.

Telephone Request

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "**2013**".
- 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.

Using the IRS Data Retrieval Tool

If you and/or your parent, if dependent, do not know your PIN, go to the PIN Website (www.pin.ed.gov) and "request a duplicate". If you do not have a PIN go to the PIN Website to "apply" for a PIN.

- Login to your FAFSA account (www.fafsa.ed.gov).
- Choose "**Make a Correction**" (2014-2015 FAFSA).
- Go to Financial Information.
- Choose "**Already Filed**" when asked if taxes have been filed.
- Click "**None of the Above**".
- Click "**LINK to IRS**" (Dependent students will need to put in the parent's PIN).
- Click "**OK**" indicating you are leaving the FAFSA website.
- Click "**OK**" to access the IRS database (Name should appear exactly as it is on the tax return including the middle initial).
- Input filing status.
- Input Address (PO Box/Apt. # if applicable – information should appear exactly as it is on the tax return).
- Input City, State, Zip.
- Click "**Submit**".

If information is found you will see the tax information displayed.

- Click "**transfer**" on the left side (first button).
- Click "**transfer now**" on the right hand side.

Once back in your FAFSA account click next at the end of each page until you get to the signature page.

- Enter PIN (for dependents enter Parent PIN as well).
- Click "**agree**" to conditions & "**sign**".
- Click submit FAFSA and print confirmation.
- Exit and Logout of FAFSA.