

Requesting Tax Transcripts

Purpose: If selected for verification, the university or college may request additional documents to complete the financial aid package. One of the documents they may request could be a copy of the tax transcript for student, parent, or both. Tax transcripts are different than the tax return used to complete the FAFSA. It can take up to 2 weeks to get the transcript(s) from the IRS. It is best to order them as soon as the student aid report says selected for verification to be prepared.

Request Options:

Option 1

- A.) Go to IRS.GOV
- B.) Click: **Get Your Tax Record**
- C.) Click: **Get Transcript Online** (Create Account) or click **Get Transcript by Mail**
- D.) Select Return Transcript for 2021 Year

Option 2

- A.) Call 1-800-829-1040
- B.) Press Options: 1(for English), 2, 1, 2, Enter SSN, 1, Enter Street Number Only, 2, Enter Year 2021, 1= if Correct, Press 1 for Correct Year

Option 3

- A.) Go to IRS.GOV
- B.) Search for Form 4506-T (PDF)
- C.) Fill out and Fax to 855-587-9604