

## **Requesting a copy of your Tax Return Transcript from the IRS**

**Personal copies of tax returns can no longer be accepted.** There are three ways to request your **Tax Transcript**: by phone, online, or by mail. **Please make sure you request a Tax Transcript. DO NOT request a Tax Account Transcript** or Record of Account because they **cannot be** used for financial aid verification purposes.

- Online Request - Go to [www.irs.gov](http://www.irs.gov), click on “Get Your Tax Record.” You can choose to get your transcript by mail or online. Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

## **Instructions for the Data Retrieval Tool**

1. Log into FAFSA with your FSAID and Password
2. Scroll to bottom of page
3. Click on “make correction to your FAFSA”
4. Click on the “financial Information” tab at the top of the screen
5. Give permission to access the IRS website
6. Sign in with parent FSAID, if you are dependent student
7. Fill in requested filing and address information
8. Click on submit
9. Click on transfer information

If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.