

Requesting a Tax Return Transcript from the IRS

There are three ways to request your **Tax Transcript**: by phone, online, or by mail. **Please make sure you request a Tax Return 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
 - Click "Get Transcript Online."
 - Request the **IRS Tax Return Transcript** *NOT* the IRS Tax Account Transcript.
- **Telephone Request:**
 - 1-800-908-9946
- **Paper Request Form:**
 - IRS Form 4506-T

Instructions for the Data Retrieval Tool

** If the student & spouse filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s)** must be provided for each.*

- Log into the FAFSA with your FSAID and Password
- Scroll to bottom of page
- Click on "make correction to your FAFSA," or "Start 2022-23 FAFSA Form"
- Click on the "financial Information" tab at the top of the screen
- Give permission to access the IRS website
- Sign in with parent FSAID, if you are dependent student
- Fill in requested filing and address information
- Click on submit
- Click on transfer information