TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS

If you are chosen for the Verification process and you are not eligible or choose not to import your federal tax information directly from the IRS onto your FAFSA you will have to request a Tax Return Transcript directly from the IRS. There are two ways to make the request:

1. Call the IRS at 1-800-908-9946 and follow the automated prompts
   OR
2. Request online at www.irs.gov following the instructions below

Follow these steps to request your Tax Return Transcript online from the IRS:

- **Step 1**: Go to www.irs.gov
- **Step 2**: Under the “Tools” click on the option to “Order a Return or Account Transcript”
- **Step 3**: Click on the “Order a Transcript” link listed under Step 3

A warning box will appear notifying you that you are requesting information from an authorized government site. CLICK “OK” TO CONTINUE.
• **Step 4:** Fill in the requested information and click the “Continue” button

**Order a Transcript**

All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN): [Input Field]

Date of Birth: [Input Field]

Street Address: [Input Field]

ZIP or Postal Code: [Input Field]

[Continue Button]

• **Step 5:** In the Type of Transcript drop down menu select “Return Transcript” and in Tax Year drop down menu select “2011” then click the “Continue” button

**Order a Transcript**

- **Type of Transcript:** [Input Field]
  - Return Transcript [Selected]

- **Tax Year:** [Input Field]
  - 2011 [Selected]

[Continue Button]

• **Step 6:** A screen will confirm that your transcript request was either processed or not available at that time.
  
  - **If your request was confirmed** click the “Exit” button. It will take approximately 10-14 days to receive your transcripts in the mail.

  **Order a Transcript**
  
  We have accepted your request for a 2011 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

  If you need more than one copy of your transcript you are allowed to make copies for your personal records.

  [Exit Button]  [Request a different transcript Button]

  - **If your transcript was not available** at the time your made the request, you will need to request it again after a couple days. Tax transcripts are not available for request until 2-4 weeks after filing electronically or 6-8 weeks after filing on paper.

  **Order a Transcript**
  
  A transcript is not available for the year you have requested. Please complete Form 4506-T or contact us at 1-800-829-1040.

  Married Filing Jointly?
  
  If you filed jointly with your spouse, tax account data is listed under the social security number of the primary taxpayer shown on your tax return.

  [Exit Button]  [Request a different transcript Button]

If you have questions or problems requesting your Tax Return Transcripts you can contact IRS Customer Service directly at 1-800-829-1040.