IRS TAX RETURN TRANSCRIPT REQUEST PROCESS
For the Fall/Spring 2013-2014 school year

Tax filers can request a transcript, free of charge, of their 2012 tax return from the IRS in one of three ways:

Online Request:

• Available on the IRS web site at www.irs.gov

• In the Online Services section of the homepage click "Order a Tax Return or Account Transcript"

• Click "Order a Transcript"

• Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the 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.

• Click "Continue"

• In the Type of Transcript field, select "Return Transcript" and in the Tax Year field, select "2012"

• If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the online request was successfully transmitted to the IRS.

• IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Telephone Request:

• Available from the IRS by calling 1-800-908-9946

• Tax filers must follow the prompts to enter their Social Security Number and the numbers in their street address. Generally this will be the 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 "2012"

FAFSA Data Retrieval Tool:

• Use the Data Retrieval Tool to attach your IRS Tax Return Transcript directly to your FAFSA.

Updated May 2012