Instructions for Requesting an IRS Tax Return Transcript

If you were selected for verification by the Department of Education you will need to provide the Financial Aid Office with a Tax Return Transcript from the an Internal Revenue Service (IRS). Below are the steps for requesting a transcript:

**Step 1:** Go to [www.irs.gov](http://www.irs.gov) and select “Get My Tax Record”.

**Step 2:** Request a Tax Return Transcript (Tax “Account” Transcripts do not fulfill the requirement). There are a few ways you can request your tax return transcript:

1. If you have a credit card account, auto loan, mortgage, home equity loan or other line of credit, we recommend using the much faster “Get Transcript Online” option.

2. If you are unable to use the online request than you can select the “Get Transcript by Mail” or request over the phone by calling the IRS at 1-800-908-9946. Transcripts are mailed within 5-10 days to the address the IRS has on file for you. If your address is inaccurate, complete the Change of Address Form 8822 before requesting a transcript.

3. If you are not eligible to get a transcript using the options above, you can fill out Form 4506-T and fax it to the IRS.

4. If you are having difficulty requesting a transcript from the IRS call 1-800-829-1040, then press 1, then 5, and then 4 to speak with an IRS representative.