

Ways to Obtain a 2015 IRS Tax Return Transcript

If students are chosen for the verification process, they and/or parents will be asked to submit a copy of their 2015 **Tax Return Transcript**. Below are some ways the tax return transcript may be obtained.

ONLINE REQUESTS

Visit: www.irs.gov/Individuals/Get-Transcript



ONLINE

- *Create an account
- *Select "Higher Education/Student Aid"
- *Click on Return Transcript for the requested tax year
- *Print the Tax Return Transcript



MAIL

- *Enter requested information and click Continue
- *Select "Return Transcript" for Type of Transcript
- *Select year requested for Tax Year and Continue
- *If successfully validated, a paper IRS Tax Return Transcript can be expected within 5 to 10 business days

Telephone Request: 1-800-908-9946

- *Enter primary tax filer's social security number and numbers in street address
- *Select Option 2 and enter tax year requested
- *If successfully validated, a paper IRS Tax Return Transcript can be expected within 5 to 10 business days

Visit a Local IRS Office

Locate an IRS Office through www.irs.gov



1. Login at www.fafsa.gov
2. Click "Make FAFSA Corrections"
3. Enter PIN and password
4. Select "Financial Information"
5. For the question, "have you completed the IRS income tax return?" Choose "already completed".
6. Answer questions in the pop-up box. If you select "None of the Above" then you are eligible to use the IRS DRT.
7. Enter requested information
8. "Transfer my tax information into the FAFSA" and click "Transfer Now" and "OK"
9. "Sign and Submit"