

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



What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your credit card number or account number from an auto loan, mortgage, home equity loan or home equity line of credit, and
- a mobile phone with your name on the account.

What You Get

- View, print or download your transcript



What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Transcripts arrive in 5 to 10 calendar days at the address we have on file for you



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

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