

REQUESTING AN OFFICIAL IRS TAX RETURN TRANSCRIPT

Based on U.S. Department of Education policy, the only two documents that we can accept to verify tax information are:

1. A Transcript of the Tax Return, which comes directly from the IRS.
2. A FAFSA (www.fafsa.ed.gov) filed using the IRS “LINK TO IRS” option.

To obtain an IRS tax return transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on the “**Get Transcript by MAIL**” link.

Complete the required information on the **Get Transcript** screen & click on **Continue**.

Select the Type of Transcript: **Return Transcript**

Select the Year: 2015-2016 FAFSA, you need Tax Year 2014
2016-2017 FAFSA, you need Tax Year 2015

INDEPENDENT STUDENTS ONLY: If you are married and you and your spouse filed separate tax returns, you must submit tax return transcripts for both you and your spouse. You will need to request transcripts for both you and your spouse.

DEPENDENT STUDENTS ONLY: If you filed a tax return and your parent(s) filed a tax return, you must submit tax return transcripts for both you and your parent(s).

ALLOW 7-10 DAYS FOR DELIVERY

OR CONTACT THE IRS BY PHONE:

- 1-800-908-9946 for Tax Return Transcripts
- 1-800-829-1040 for Verification of Non-Filing Letter