

Need IRS Tax Return Transcript?

OLINE REQUEST

- Log onto: <http://www.irs.gov/Individuals/Get-Transcript>
- Click option to Get Transcript Online
- Tax filers must follow prompts to create an account
- You will be sent an Email Confirmation Code that you will need to access the site
- After you submit the Confirmation Code you will continue with the account setup process
- You will need to provide social security number, date of birth, type of return submitted and street address that is on the return (exact match).
- Request 2013 Tax Return Transcript
- It will display on screen and you can print it out.

NOTE: Please request a TAX Return Transcript. "Do not request an Account Transcript".

How to Correct Your FAFSA Using IRS Data Retrieval

- Go to FAFSA.gov.
- Login with the student's name, date of birth, and Social Security number
- Click on "Make Correction," enter the student's FAFSA PIN, and select a password.
- Go to the "Student Financial Information" screen.
- Under the IRS Data Retrieval section, enter the student's FAFSA PIN and click on "Link to IRS."
- Enter the address and tax filing status exactly as it appears on the student's tax form. Click on "Submit."
- Review the tax information but **DO NOT** change any of data or it will not be considered "retrieved data."
- Select "Transfer my Tax Information in the FAFSA" and click on "Transfer Now."
- Expect a message confirming that the information transferred.
- Continue through the screens and select "Submit."

Make sure you receive your confirmation

REQUEST TRANSCRIPT BY MAIL

- Click "Get Transcript by Mail @ <http://www.irs.gov/Individuals/Get-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.
- Click "Continue"
- In the Type of Transcript field, select "Return Transcript" and in the Tax Year field, select "2013".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.