

IRS Tax Transcript

Students selected for verification that do not use the [IRS data retrieval](#) and are selected for verification, will be required to provide an IRS tax transcript. Students will no longer be able to provide a copy of their tax return. Students utilizing the IRS data retrieval will not have to provide a transcript.

There are four ways to request your tax transcript from the IRS: online, by phone, by mail/fax or in person. Please make sure to request a Tax Return Transcript. Do not request a Tax Account Transcript or Record of Account because they cannot be used for financial aid verification purposes. The IRS does not charge a fee for tax transcripts.

To order a Tax Return Transcript--

- When prompted for an address, use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- Once the IRS has verified/validated the information on the request, the tax filer can expect to receive a paper IRS Tax Return Transcript at the address included in their request within 10 days.
- If any of the information on the request does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.
- Requests submitted online or by telephone cannot be sent directly to a third party. If you wish to have a Tax Transcript sent to a third party, you must use the Paper Request Form- IRS form 4506T-EZ. (See Paper Request Form below).

Online Request

- Go to www.irs.gov
- Click “Order a Return or Account Transcript” located under the Tools heading
- Click “Order a Transcript” under Step 3
- Enter your SSN, Date of Birth, Street Address, and Zip Code
- Click “Continue”
- Select “Return Transcript”
- Enter “2011” for the 2012-2013 FAFSA; “2012” for the 2013-2014 FAFSA.
- Click Continue

Telephone Request:

- Call the IRS Transcript Order Line at 1-800-908-9946 (7:00 a.m. – 7:00 p.m.)
- Enter and verify Social Security number.
- Enter and verify numbers in street address.
- Select option “2” to request a Tax Return Transcript.

- Enter “2011” for the 2012-2013 FAFSA; “2012” for the 2013-2014 FAFSA.

By Mail-Paper Request Form - IRS Form 4560T-EZ

- Download IRS Form 4506T-EZ at www.irs.gov/pub/irs-pdf/f4506tez.pdf.
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. UWM prefers you have the transcript mailed to you and that you then submit it to our office. You will need to make sure the student’s name and student ID # are on the transcript.
- On line 6, enter “2011” for the 2012-2013 FAFSA; “2012” for the 2013-2014 FAFSA.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.
- You can expect to receive your transcript within 5 to 10 days from the time the IRS receives and processes your signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript

In Person at your local IRS Tax Office

- Our local office is located in the Galaxy Center, 4309 Old Jacksboro Hwy, Suite J, Wichita Falls, TX. 940-766-6317