

## INSTRUCTIONS FOR OBTAINING YOUR IRS TAX RETURN INFORMATION

### FAFSA IRS Data Retrieval Tool

**\*Recommended\***

\* Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and select Login

The most efficient and quickest way to provide your IRS

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(DRT)

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**The IRS DRT is unavailable for an undetermined amount of time.**

**You MUST request your Tax Return Transcripts. See directions below.**

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SIGN and

hit paper  
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**NOTE: This is NOT your Federal 1040, 1040A or 1040EZ. Please do not submit these, unless requested by your Financial Aid Office.**

### Requesting Your IRS Tax Return Transcript

#### Online Request:

- \* Go to [www.irs.gov](http://www.irs.gov)
- \* Under the Tools list, Click on "Get a tax transcript"
- \* Select "Get Transcript by MAIL"
- \* Follow the prompts, making sure to request the "IRS Tax Return Transcript", and **NOT** the "IRS Tax Account Transcript."

**Telephone Request:** Call 1-800-908-9946 and follow the prompts

**Paper Request Form:** Complete and Submit IRS Form 4506T-EZ or IRS Form 4506-T

**NOTE: Tax Return Transcripts take a minimum of 5-10 business days to receive. They will be mailed to your address on record with the IRS.**

### Tax Filers with Special Circumstances

**Individuals Granted a Filing Extension by the IRS** – Provide the following documents:

- \* a copy of the tax filer's IRS Form 4868 that was filed with the IRS for the tax year;
- \* a copy of the IRS's approval of an extension beyond the automatic six-month extension (if applicable);
- \* a copy of the W-2 forms for each source of employment income received for the tax year and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the US income tax paid for the tax year.

**Individuals Who Filed an Amended IRS Income Tax Return** – Provide a copy of the original IRS tax return that was filed with the IRS, a transcript obtained from the IRS that lists tax account information of the filer for the tax year and a signed copy of the IRS Form 1040X that was filed with the IRS.

**Individuals Who Were Victims of Tax Administration Identity Theft** – Call the IRS at 1-800-908-4490 to request a Tax Return Data Base View (TRDBV) transcript. You must also provide a signed statement indicating you were a victim of tax-related identity theft.

**Individuals Who Filed Non-US Income Tax Returns** – A transcript obtained, at no cost, from a government of a US territory or commonwealth, or a foreign central government that includes all of the tax filer's income and tax information required to be verified for the tax year. If the transcript cannot be obtained at no cost, a signed copy of the applicable tax return(s).