



How to Obtain Tax Return Transcripts

1. **Using the IRS Data Retrieval Tool**- Log back into your FAFSA and use the IRS data retrieval tool. This will automatically upload your taxes from the IRS and the Financial Aid office will have the information in 3 days. This will also reduce the likelihood of being selected for verification. If you are a dependent student, the tool should be used by the student and the parent.

Instructions for the student to request the student IRS information:

- Log into your FAFSA at fafsa.gov and click Make FAFSA Corrections.
- Go to "Student Financial Information" page and select already completed for the tax filing status
- Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool. If not eligible, please refer to options 2 and 3 on this sheet.
- If eligible, "Link to IRS" and click ok to leave the FAFSA website and enter IRS site
- Enter your information and your address must be EXACTLY as it appears on your filed taxes
- Review the information displayed and check the box "Transfer My Information into the FAFSA" and click "Transfer Now". Your IRS data will be transferred and you will return to the FAFSA website.
- Hit next and do not update any answers that say "Transferred from the IRS"
- Sign with the FSA ID and click on Submit My FAFSA Now on the bottom

Instructions for the parent to request the parent IRS information:

- Log into your FAFSA at fafsa.gov and click Make FAFSA Corrections.
- Go to "Parent Financial Information" page and select already completed for the tax filing status
- Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
- If eligible, select which parent is providing information on the FAFSA. If not eligible, please refer to options 2 and 3 on this sheet.
- Enter the FSA ID for the parent providing the information and click "Link to IRS". Click ok to leave the FAFSA website and enter IRS site.
- Enter your information and your address must be EXACTLY as it appears on your filed taxes
- Review the information displayed and check the box "Transfer My Information into the FAFSA" and click "Transfer Now". Your IRS data will be transferred and you will return to the FAFSA website.
- Hit next and do not update any answers that say "Transferred from the IRS"
- Sign with the FSA ID and click on Submit My FAFSA Now on the bottom
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2. **Online through IRS.gov or the IRS phone number**

Request tax transcripts immediately online

-Use the Get Transcript Online tool which is available at www.irs.gov under the “Tools” tab by clicking “Get a tax transcript” and then “Get Transcript Online.” The Get Transcript Online tool allows the user to immediately receive an online PDF version of their IRS Tax Return Transcript. The Get Transcript Online tool requires the user to register before submitting a request.

To use the new Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Note that the IRS Get Transcript Online registration process will not result in any charges to the card or to the financial account.

During the new Get Transcript Online registration process, the IRS will send the user a confirmation code via email and an authentication code via text. The IRS email and text will contain a one-time code that the user will use to finalize the Get Transcript Online registration.

A tax filer who is not able to successfully register for the Get Transcript Online, will be able to request a tax return transcript using one of the other methods discussed below.

Request Tax Transcripts to be sent by mail through www.irs.gov or Phone

A tax filer may also obtain a tax return transcript by submitting a transcript request using the IRS Get Transcript by Mail option at <https://www.irs.gov/individuals/get-transcript> or by calling 1-800-908-9946. These request methods will result in the IRS mailing a paper transcript to the address on file with the IRS. It will take 10-14 days to receive it through mail.

Verification of Non-filing

Individuals who did not file an IRS tax return for the relevant tax year will, if they successfully register for Get Transcript Online, receive a PDF page indicating that the IRS has no record of a tax return being filed for the requested year. A VONF letter is not available through the online Get Transcript by Mail or through the automated phone request process. To request the VONF letter complete form [4506t](#), select box 7 for verification of nonfiling and either fax to 855-800-8015 or mail to:

Internal Revenue Service
RAIVS Team
P.O. Box 145500 Stop 2800 F
Cincinnati, OH 45250

3. **Contact the local IRS Office-** A third option is to contact the local IRS office. We strongly advise to use IRS Data Retrieval Tool or request them immediately online in the first 2 options before using this option.

- Making an appointment and go in person at 230 S. Dearborn. Call 844-545-5648 and follow the prompts to speak to a live person and ask to make an appointment to obtain your tax return transcripts.
- Call the office at 844-545-5648 and follow the prompts to speak to a live person and request to have the tax return transcripts faxed to the Financial Aid office at 773-907-4824. If they will not fax it, please make an appointment to obtain the transcripts in person.