



TRUTH. TRAINING. TRANSFORMATION.

Instructions to obtain an IRS Tax Transcript

The Department of Education has selected you (or your dependent child) for verification. Therefore, to complete the financial aid process we need a copy of your IRS tax transcript. You can request an IRS tax Transcript online, by phone, by mail or by fax. If you request by phone, mail or fax, it is usually sent within five to 10 days from the time IRS receives your request.

I. To view and print your transcripts online follow these instructions:

Go to <https://www.irs.gov/individuals/get-transcript> and complete the process. You will need the following information:

- your social security number, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- to verify your identity, you also need your credit card number or account number from an auto loan, mortgage, home equity loan or home equity line of credit, and
- a mobile phone with your name on the account.

II. To order by phone, call 800-908-9946 and follow the prompts.

III. To request an individual tax return transcript by mail or fax:

- complete [Form 4506T-EZ](#), Short Form Request for Individual Tax Return Transcript.