

# TAX TRANSCRIPT DIRECTIONS

## THREE WAYS TO OBTAIN YOUR IRS TAX TRANSCRIPT

### OPTION 1- ONLINE

1. Go to [www.IRS.gov](http://www.IRS.gov).
2. Click Tools: "Get transcript of your tax records."
3. Select the appropriate year.
4. Enter your address exactly as it appears on your tax return.
5. The transcript will be mailed to you. It takes approximately 10-15 business days for this process to be completed.

### OPTION 2- PHONE

1. You may call 1-800-908-9946 and follow the voice prompts.

### OPTION 3- PAPER REQUEST

1. Complete IRS Form 4506 T-EZI or IRS Form 4506-T

## TO USE THE IRS DATA RETRIEVAL PROCESS

1. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Sign in using the student's FSA I.D. and password.
3. Select "Financial Information" from the navigation ribbon at the top of the page.
4. Select "None of the Above" when the check boxes appear.
5. Select "Link to IRS."
6. The security feature for this process is your physical address listed on your tax return. It must be entered exactly as it appears on the tax return.
7. Select "Import information to FAFSA."
8. Once this process is complete, go to the confirmation page of the FAFSA and submit. This information will take approximately 2-3 business days to be processed, and will be reported directly to the school.

**If you have any questions or concerns regarding this process, please contact us.**