

TAX TRANSCRIPT DIRECTIONS

ESTABLISHED
1794

TUSCULUM

OFFICE OF FINANCIAL AID

THREE WAYS TO OBTAIN YOUR IRS TAX TRANSCRIPT

OPTION 1- ONLINE

1. Go to <https://irs.gov>.
2. On the main page, Click "Get My Tax Record"
3. Click "Get Transcript by Mail"
4. Complete the request form

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 <https://fafsa.ed.gov>
2. Sign in using your Student FSA I.D. and Password.
3. Select the "Financial Information" from the navigation ribbon at the top of the page.
4. Select "Already Completed" and if your parent works within the U.S. answer "no" when the check boxes appears for Puerto Rico.
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. Check the box on the left to Transfer to the FAFSA, then select "Transfer now" on the right.
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.

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