How to Obtain an IRS Tax Return Transcript

Federal regulations require financial aid offices to collect IRS tax return transcripts for verification of FAFSA data. Provided below are different methods for obtaining your free IRS tax return transcript. The methods are ranked in order of speed and preference. If you are unable to retrieve your IRS tax return transcript using one of the methods, try another method provided. Be advised that not all individuals are eligible to use each method. You may also refer to http://financialaid.buffalostate.edu/irs-tax-transcripts for additional information.

Individuals that did not file taxes may be required to submit proof of their non-filing status. Non-filers can obtain an IRS letter of non-filing using methods 2 through 5.

Due to recent IRS changes to protect taxpayer data, tax transcripts will no longer include the full last name or the entire social security number. **Students submitting a tax transcript (via fax, email, or in-person) must include their Last Name and Banner ID on each page of the tax transcript.** Failure to comply with this important change may result in a significant delay in processing your verification and financial aid package.

Method 1 (preferred/fastest/most secure): Transfer your IRS tax return information into your FAFSA

To use the IRS Data Retrieval Tool (DRT), complete the following steps:

1. Go to **https://fafsa.ed.gov/** and select the "Login" button.
2. Log in using your Federal Student Aid ID (FSA ID) and password.
3. Select the "Continue" or "Make a FAFSA Correction" link.
4. Select the "Financial Information" tab:
   - ❒ **Parents** of dependent students: Go to "Parent Financial Information"; parent must use their own FSA ID.
   - ❒ **Students**: Go to "Student Financial Information"; students must use their own FSA ID.
5. In the Financial Information section, click the "**Link to IRS**" button. You will be prompted for your FSA ID and password and then you will be transferred to the IRS website. **Note:** if you are not eligible to use the data retrieval, you will not see the "Link to IRS" button and you must use another method below.
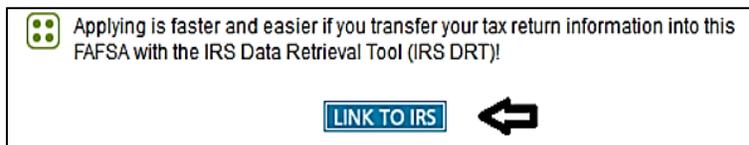
6. Once at the IRS site, enter your information (address, tax filing status) exactly as it appears on your federal income tax return for the year requested and click the "**Submit**" button.
7. If the IRS successfully matches your information, check the box to transfer your data to your FAFSA and then hit the "**Transfer Now**" button. This will return you to your FAFSA with your IRS data imported. You will see "Transferred from the IRS" printed on the FAFSA where appropriate.
8. Proceed to sign and submit your FAFSA so Buffalo State can receive the updated information.
9. **Students should monitor their Banner account** to ensure the updated FAFSA was received (typically in 3-5 business days). Tax return transcript requirements will show as "Verified Internally" when the IRS DRT was used.

Method 2: Print your IRS Tax Return Transcript from the IRS Website

To print your return transcript online, complete the following steps:

1. Go to **https://www.irs.gov/individuals/get-transcript**
2. Click on "**Get Transcript Online**".
3. If you do not have an account with the IRS, you will need to create one.
   - ❒ **Parents** of dependent students: if required to submit tax transcripts, you must create your own IRS account.
   - ❒ **Students**: if required to submit tax transcripts, you must create your own IRS account.

4. You must have some credit history for the IRS to confirm your identity. If the IRS cannot confirm the user's identity, an online account will not be created, and the user will need to use another method to obtain the transcript.
5. Once you create an account, you will be able to view, print, or download your IRS tax return transcript.
6. Choose "**Return Transcript**" and select the year requested. **Note:** Account Transcripts are not acceptable.
7. Submit the return transcript to the Financial Aid Office and include the student's Banner ID on each page.
   - ❐ **Note:** tax return transcripts are double-sided; if copying or faxing, be sure to submit both sides.

Method 3: Request the IRS Mail you a copy of your Tax Return Transcript

To request your transcript be mailed to you, complete the following steps:
1. Go to **https://www.irs.gov/individuals/get-transcript**
2. Click on "**Get Transcript by mail**".
3. You will need the taxpayer's social security number (SSN) or individual tax payer identification number (ITIN), date of birth, and mailing address reported on the tax return.
4. Choose "**Return Transcript**" and select the year requested. **Note:** Account Transcripts are not acceptable.
5. Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you. **Caution**: if your address has since changed, this method is not recommended as the transcript may be mailed to your old address.
6. Submit the tax return transcript to the Financial Aid Office and include the student's Banner ID on each page.
   - ❐ **Note:** tax return transcripts are double-sided; if copying or faxing, be sure to submit both sides.

Method 4: Request the IRS Tax Return Transcript by Phone

To request your transcript by phone, complete the following steps:
1. Call **1-800-908-9946** and follow the voice prompts.
2. You will need the taxpayer's social security number (SSN) or individual tax payer identification number (ITIN), date of birth, and mailing address reported on the tax return.
3. Choose "**Return Transcript**" and select the year requested. **Note**: Account Transcripts are not acceptable.
4. Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you. **Caution**: if your address has since changed this method is not recommended as the transcript may be mailed to your old address.
5. Submit the tax return transcript to the Financial Aid Office and include the student's Banner ID on each page.
   - ❐ **Note:** tax return transcripts are double-sided; if copying or faxing; be sure to submit both sides.

Method 5: Use Form 4506-T when all other methods fail

When the above methods are not successful, or your address has changed, use Form 4506-T.
1. Go to **https://www.irs.gov/pub/irs-pdf/f4506t.pdf** to download and print IRS Form 4506-T.
2. **Lines 1-5:** Complete these lines using the instructions on page 2 of the form.
   - ❐ Note: Line 5 provides the option to have your IRS Tax Return Transcript be mailed directly to a third party. Do not have the IRS Tax Return Transcript sent directly to Buffalo State College.
3. Check the appropriate boxes to request the return transcript or statement of non-filing:
   - ❐ To request **your tax return transcript**:
     - ▪ Line 6: Enter tax form number "**1040**" <u>and</u>
     - ▪ Check Box **(a) Return Transcript**
   - ❐ To request a **verification of non-filing letter**
     - ▪ Check **Box 7**
4. **Line 9:** Enter the year or period requested. For example, to request your 2016 tax return transcript, enter "12/31/2016".
5. **Sign Here:** The filer must sign and date the form and provide a telephone number. Only one signature is required when requesting a joint Tax Return Transcript.
6. Mail the form to the IRS. Page 2 of the form indicates where the form should be mailed based on the taxpayer's location and type of form requested.
7. Transcripts arrive in 5 to 10 calendar days at the address you reported on Form 4506-T.
8. Submit the tax return transcript to the Financial Aid Office and include the student's Banner ID on each page.