

IRS Tax Transcript Information

The IRS Data Retrieval Tool (IRS DRT) Electronically Transfers Your Federal Tax Return Information Into Your FAFSA Form.

Instructions on how to use the DRT function and who is eligible to use this tool can be found online at <https://studentaid.ed.gov/sa/resources/irs-drt-text> or <http://www.finaid.org/afsa/irsdataretrievaltool.phtml>

For your protection, your tax information will not be displayed on either the IRS site or fafsa.gov.

Remember after all corrections are made to proceed to the SIGNATURE Page to sign and then SUBMIT the application.

For those parents or students are ineligible to utilize the Link to the IRS feature, you MUST request a copy of your 2017 tax transcript from the IRS.

A **2017 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the 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). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

NOTE: Write the Student's Name and Student ID # on all Tax Transcripts or Non-Filing Forms before submitting