

IRS Tax Transcript Instructions- Mail Request

If the student or parent is unable or chooses not to use the IRS DRT in *FAFSA* on the Web, and instead will provide the school a 2015 IRS Tax Return Transcript(s), please see the instructions below.

A 2015 IRS Tax Return Transcript may be obtained by request at the www.irs.gov website.

- Under the Tools heading, click on the “Get a Tax Transcript”
- Click on “Get Transcript by MAIL.”
- Make sure to request the “**IRS Tax Return Transcript**” and ***NOT*** the “IRS Tax Account Transcript.”

Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return).

Tax return general availability after accepted or received by the IRS

Electronic filers – within 2–3 weeks

Paper filers – within 8–11 weeks

Contact the financial aid office if more assistance is needed in obtaining an IRS Tax Return Transcript.