

For the 2022-2023 FAFSA select Tax Year = 2020
For the 2023-2024 FAFSA select Tax Year = 2021

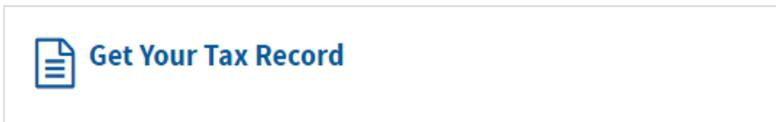
Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Transcript.

IRS Tax Transcript Online Request

➤ Available on the IRS Web site at <http://www.irs.gov/Individuals/Get-Transcript>

An **IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to www.irs.gov, click "Get Your Tax Record."



- Click "Get Transcript ONLINE" or "Get Transcript by MAIL." If click the option to get a transcript online, an IRS account will need to be created.

<p>Request Online</p> <p>What You Need</p> <p>To register and use this service, you need:</p> <ul style="list-style-type: none">• your SSN, date of birth, filing status and mailing address from latest tax return,• access to your email account,• your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and• a mobile phone linked to your name (for faster registration) or ability to receive an activation code by mail. <p>What You Get</p> <ul style="list-style-type: none">• All transcript types are available online• View, print or download your transcript• Username and password to return later <p>Get Transcript Online</p>	<p>Request by Mail</p> <p>What You Need</p> <p>To use this service, you need your:</p> <ul style="list-style-type: none">• SSN or Individual Tax Identification Number (ITIN),• date of birth, and• mailing address from your latest tax return <p>What You Get</p> <ul style="list-style-type: none">• Return or Account transcript types delivered by mail• Transcripts arrive in 5 to 10 calendar days at the address we have on file for you <p>Get Transcript by Mail</p>
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- Create an IRS account by providing: Name, email address, birth date, Social Security Number, and answers to some security questions.
- Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Click on any year that is hyperlinked and a PDF will open in the same screen.

*Reminder: Request an IRS Tax Return Transcript,
For 2022-2023 FAFSA, select Tax Year =2020
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In most cases, for electronic tax return filers, IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the electronic IRS income tax return has been accepted by

the IRS. For filers of a paper IRS income tax returns, the IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the paper IRS income tax return has been received by the IRS.

IRS Tax Transcript Telephone Request

- Available from the IRS by calling 1-800-908-9946

Tax filers must follow prompts to enter their SSN and the numbers in their street address. Generally, these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.

*Reminder: Request an IRS Tax Return Transcript,
For 2022-2023 FAFSA, select Tax Year =2020
For 2023-2024 FAFSA, select Tax Year = 2021*

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to10 days from the time the IRS receives the request.

IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

IRS Tax Transcript Paper Request

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript. Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on line 4. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.

Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.

On line 6, enter:

“2020” to receive IRS tax information for the 2020 tax year that is required for the 2022-2023 FAFSA.

“2021” to receive IRS tax information for the 2021 tax year that is required for the 2023-2024 FAFSA.

The tax filer (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.

Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.

Tax filers can expect to receive their transcript within 30 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If

any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

IRS Verification of Non-Filing Request

Independent students who did not file a tax return must obtain a Verification of Non-Filing letter from the IRS. If the student's spouse did not file a tax return, a Verification of Non-Filing letter must be obtained from the IRS. If a dependent student's parents did not file a tax return, a Verification of Non-Filing Letter must be obtained from the IRS for each parent who is included on the FAFSA.

The requests must be dated on or after October 1, 2021 for 2020 tax year or October 1, 2022 for 2021 tax year. See IRS web site: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Complete lines 1 – 4, following the instructions on page 2 of the form.

Check box 7 and mail form 4506T to the IRS.

Most requests will be processed within 10 business days.

IRS Wage and Income Transcript Request

Students or parents of students who did not file a tax return but did have earned income, must turn in either copies of their W-2's obtained from employer(s) or an IRS Wage and Income Transcript obtained from the IRS. A Wage and Income Transcript is equivalent to W-2's for FAFSA verification purposes.

Follow the instructions listed above to obtain a Wage and Income Transcript from the IRS. Instead of selecting Tax Return Transcript, select Wage and Income Transcript.

*Reminder: Request an IRS Wage and Income Transcript,
For 2022-2023 FAFSA, select Tax Year = 2020
For 2023-2024 FAFSA, select Tax Year = 2021*

Overview of Transcript Types available to you at no charge from IRS.gov.

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| • Tax Return Transcript – this is the form that is usually needed for FAFSA verification. |
| • Tax Account Transcript – this form only shows basic information, including changes made when a 1040X was filed but is not sufficient for FAFSA verification. |
| • Record of Account Transcript - combines the tax return and tax account transcripts above into one complete transcript. If you filed a 1040X, you will need to turn in a signed copy of your 1040X and a tax return transcript or Record of account transcript for FAFSA verification. |
| • Wage and Income Transcript - shows data from information returns received such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. |
| • Verification of Non-filing Letter - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It does not indicate whether you were required to file a return for that year. |