

## IRS Tax Transcript Instructions

If the student or parent is unable to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2018 IRS Tax Return Transcript(s), please see the instructions below.

A 2018 IRS Tax Return Transcript may be obtained by request at the [www.irs.gov](http://www.irs.gov) website.

- Click on “Get Your Tax Record”
- Choose Get Transcript Online or 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 2018 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2018 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.