

REQUEST A TAX TRANSCRIPT FROM THE IRS

You will need your **Social Security Number, DOB, and the address on file with the IRS**. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2016 tax returns, you must submit tax return transcripts for both you and your spouse.

(IRS Tax Return Transcript requested by phone cannot be sent directly to a third party by the IRS.)

1. Correct Tax Information by Using the FAFSA IRS Retrieval Tool

(We strongly encourage you to select this option)

- Sign in at www.fafsa.ed.gov
- Select "Make A Correction", enter your FSA user name and password.
- If you are eligible to use the IRS Data Retrieval Tool, enter the FSA ID, click "LINK TO IRS". Then Click "OK"
- Enter the requested information and click "Submit" *Remember to enter your address exactly as it appeared when you filed your taxes.
- Check the box to "Transfer My Tax Information into the FAFSA" and click "Transfer Now"
- Continue to the "Sign & Submit" tab. Enter your FSA ID and click "Sign". Then agree to the Terms of Agreement and click "Submit My FAFSA Now".

**** Contact the Financial Aid Office after you receive the email from the Department Of Education that your correction has been processed.**

2. Online Request: Go to <http://www.irs.gov/Individuals/Get-Transcript>

- Click "Get Transcript ONLINE"
- CREATE AN ACCOUNT: Enter the tax filer's SSN, DOB, Street address, zip code (Use the address currently on the file with the IRS).
- Click the "Send Email Confirmation Code". A confirmation code will be sent to your email address.
- Enter your confirmation code and click on the **Verify Confirmation Code**.
- MUST COMPLETE Step 1 to Step 6
- In the Type of Transcript field, select "Return Transcript".
- Select the year you want to receive. *Example: 2016 Tax Return for the 2018-2019 Financial Aid Application*).

3. Telephone Request: Call 1-800-908-9946

- Tax filers must follow prompts to enter their SSN and the number in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed.
- Select "Option 2" to request an IRS Tax Return Transcript and then enter "2016".
- The tax return transcript should arrive to the parent and student within 5-10 days.

4. Individuals selected for verification that did not file a 2016 IRS income tax return:

- **Will need:**
A VERIFICATION OF NON-FILING from the IRS which is a letter that verifies you did not file a 2016 IRS income tax return and **WAGE AND INCOME TRANSCRIPT**.
- **Use IRS Form 4506-T:** Check box #7, for the #9 enter Dec 31, 2016

5. In Person at IRS Office (an appointment may be necessary - Call 1(844) 545-5640)

- **Be prepared to show a state-issued ID**
- **IRS – Federal Building**
915 2nd Avenue, 32nd Floor
Seattle, WA 98174