



## GET TRANSCRIPT”

### Obtain a Free Tax Return Transcript from the IRS

If your FAFSA is selected for verification, and you **did not use** the [IRS Data Retrieval](#) option, or you changed the IRS data, you will be required to request a tax transcript from IRS and submit it to the Financial Aid Office or our verification partner - Inceptia. **Personal copies of tax returns can no longer be accepted.**

Please make sure you request a **Tax Return Transcript**. **DO NOT** request a **Tax Account Transcript** or **Record of Account** because they **cannot be used** for financial aid verification purposes.

### Online Request

#### Get Transcript by MAIL Instructions

- Visit [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript)
- You can select “Get Transcript Online” or “Get Transcript by Mail”
- Enter the requested information and click Continue.
  - 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.
- Select "Return Transcript" for the Type of Transcript, select the tax year requested for Tax Year, and click Continue. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address on file with the IRS within 5 to 10 business days. IRS Tax Return Transcripts cannot be sent to an address other than the one on file with the IRS.
- Once you receive the transcript follow the directions you were given to either (1) upload to Inceptia or submit to the Financial Aid Office.
- This service (online request) is not available for New Users. You should either use the Data Retrieval Tool (DRT) via the FAFSA form, Get the Transcript by Mail or call 1-800-908-4406

### CONTACT IRS BY PHONE: 1-800-908-9946

**Note:** You may be required to submit a verification of non-filing from the IRS ([www.irs.gov](http://www.irs.gov)) if either of the following statements are applicable to you:

- 1) You were **NOT** employed and had no income from work for the year in question.
- 2) You were **in** employed for the year in question but **will not and are not required to file a Federal Tax Return**