

Instructions for Obtaining an IRS Tax Transcript

If you have a requirement for Verification of Tax information for 2018-2019, please keep in mind that the IRS Data Retrieval Tool *IS* available so please be sure to use the tool to transfer your 2016 tax year information directly into your FAFSA! **You may make a correction and use the IRS DRT to update your FAFSA after an initial transaction.**

If you are unable to use the IRS DRT, you must submit a tax return transcript.

Follow these instructions to obtain a tax transcript:

You can get your free transcripts immediately online. You can also get them by phone, by mail or by fax within five to 10 days from the time IRS receives your request.

- To view and print your transcripts online, go to IRS.gov and use the [Get Transcript tool](#).
- To order by phone, call 800-908-9946 and follow the prompts.
- You can also request your transcript using your smartphone with the [IRS2Go](#) mobile phone app.
- To request an individual tax return transcript by mail or fax, complete IRS [Form 4506-T](#)