

Instructions for Obtaining an IRS Tax Transcript

If you are required to provide an IRS Tax Transcript, please keep in mind the IRS Data Retrieval Tool **IS** available and would resolve the requirement should you choose to use the tool. You can use the IRS DRT to transfer your 2017 tax information directly into your FAFSA. **Simply log into the student's FAFSA, make necessary corrections and use the IRS DRT to update your FAFSA. Re-submit the updated FAFSA.**

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, if you already have an IRS account 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 Online tool](#).
- To order by phone, call 800-908-9946 and follow the prompts.
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- You can also request your transcript using your smartphone with the [IRS2Go](#) mobile phone app, if you already have an IRS online account.
- To request an individual transcript by mail, complete the enclosed IRS form [4506-T](#) and return it to the IRS, per the instructions on page 2 of the Form 4506-T. Requesting an IRS Tax Transcript this way takes a minimum of 2 weeks to get the transcript back. **Once received, please submit the transcript to the Financial Planning Office with your name and Converse ID number on the form. If we receive the transcript without your name and Converse ID, our office will not be able to verify your information for Financial Aid.**