



## IRS Tax Return Transcript Request Process

Your FAFSA has been selected by the Department of Education for a process called Verification. Through this process, you must provide required documentation to the Financial Aid Office before a determination on your FAFSA can be made.

Part of this verification requires that you (and/or your parent) provide the Financial Aid Office with IRS Tax Return Transcripts for 2016. Your tax returns (i.e. 1040EZ, 1040A, 1040) **will not** satisfy this requirement and cannot be accepted. You may obtain your Tax Return Transcript from the IRS by following the directions listed below. **Please Note:** *Obtaining this information can take anywhere from 5-10 days. Once the Financial Aid Office receives this and all other required documents, it will take another 7-10 business days in order for your information to be reviewed and processed. Please request this information immediately in order to curtail any delays in processing your financial aid.*

### Online Request

- Visit the IRS Web site- [www.irs.gov](http://www.irs.gov)
- In the **Tools** section of the homepage click “Order a Tax Return or Account Transcript” Click “Order a Transcript”.
- Enter the tax filer’s social security number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the IRS or the US Postal Service, the IRS may have the updated address on file, which should be used. For a joint tax return, use the primary tax filer’s social security number, date of birth, street address, and zip or postal code. IRS Tax Return Transcript requests cannot be mailed to an address other than the address on file with the IRS.
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select the year you wish to request. Submit your request.
- If successfully validated, you can expect to receive a paper IRS Tax Return Transcript in the mail within the next 5-10 days. **Telephone Request**  Call 1-800-908-9946
- Follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed either through the IRS or the US Postal Service, the IRS may have the updated address on file. For a joint tax return, use the primary tax filer’s social security number, date of birth, street address, and zip or postal code. IRS Tax Return Transcript requests cannot be mailed to an address other than the address on file with the IRS.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter the year you would like to request (Ex: 2016).
- If successfully validated, you can expect to receive a paper IRS Tax Return Transcript in the mail within the next 10-20 days.

You may email, fax, or bring this document to our office. Please review the contact information listed below.

Sincerely,



Office of Student Financial Aid Seymour  
Hall, Lower Level, Room 11A  
Talladega, AL 35160  
Phone: (256)761-6237  
Fax: (256)761-6450  
Email: [finaid@talladega.edu](mailto:finaid@talladega.edu)