



IRS Data Retrieval Tool And Tax Return Transcript Request Process

The Office of Federal Student Aid (Department of Education) and the Internal Revenue Service (IRS) have worked together to develop a process, known as the IRS Data Retrieval Process, to simplify the steps to complete the Free Application for Federal Student Aid (FAFSA).

What is the IRS Data Retrieval?

This process will allow you to automatically have your family's income information input into your 2014-15 FAFSA. The process enables FAFSA to request and retrieve the 2013 income and 2013 federal tax data directly from the IRS. All 2014-15 FAFSA applicants, and the parents of dependent applicants, who indicate that they have filed their 2012 federal tax returns prior to completing their 2014-15 FAFSA are highly encouraged to use the FAFSA-IRS Data Retrieval process to complete the 2014-15 FAFSA.

Tax filers can request a transcript, free of charge, of their 2015 tax return from the IRS in one of three ways.

Online Request Available on the IRS website at www.irs.gov

- In the Tools section of the homepage click Get transcript of your tax records

For a transcript online:

- Click on **Get Transcript Online**
- Create an account
- Click on appropriate year
- You will now be able to view your transcript as a PDF file and print it immediately.

For a transcript by mail:

- Click **Get Transcript by Mail**
- Social Security number, date of birth, and address will be needed

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- Mailed transcripts arrive in 5 to 10 calendar days Telephone Request
- Available from the IRS by calling 1-800-908-9946
- Tax filers must 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 through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “2015”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.

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