

IRS data retrieval & Requesting a tax return transcript

IRS data retrieval tool on FAFSA.gov

You must actively choose to utilize the data retrieval tool. If you choose to do so, you will be transferred to the IRS web site. There the FAFSA Central Processing System will conduct a match with the IRS. Applicants will need to authenticate their identity before any information is displayed. Tax data will be presented and the applicant will have the option to “transfer” the tax information to the FAFSA. Please check the small box where it reads “Transfer My Tax Information into the FAFSA” then click on “Transfer Now”. Transferred data will have the notation “**Transferred from the IRS**” on your application. You will then complete the FAFSA.

If you do not use, or are unable to use, the IRS Data Retrieval Tool, you will need to request your Tax Return Transcript directly from the IRS.

Requesting a tax return transcript

There are four (4) ways to request your transcript.

1) **Online** - Go to www.irs.gov and in the TOOLS section click on GET TRANSCRIPT OF YOUR TAX RECORDS. Follow the prompts to create an account and **print your transcripts right at home**, free of charge.

2) **Phone** - Call the IRS at 1-800-908-9946 and follow the voice prompts.

3) **Mail** - Send IRS Form 4506-T (or Form 4506-T-EZ), *Request for Transcript of Tax Return*. IRS forms are available online at www.irs.gov or by calling 1-800-829-3676.

4) **IRS2Go Mobile App** - Request a return or account transcript using your smartphone.
www.irs.gov/irs2go

Transcripts you have mailed to your home address are free of charge. Please allow 5 to 10 calendar days for delivery.

If you need any help with requesting a transcript after trying the above 4 options, please visit “**HELP & RESOURCES**” on the irs.gov home page.