



2018-2019 IRS Tax Return Transcript Request Instructions

Your application was selected for review in a process called “Verification.” Schools must verify Free Application for Federal Student Aid (FAFSA) data with information provided directly from the IRS. If you or your parents have filed a **2016** U.S. Income Tax Return, you must provide an IRS tax return transcript.

*Tax transcripts for electronically filed tax returns will be available approximately three weeks after filing; transcripts for paper returns will be available approximately 6-8 weeks after filing.

Note: FAFSA applicants must submit tax information from **two** years prior—in this case, **2016**.

IRS Tax Return Transcript

Tax filers can request a Tax Return Transcript online from the IRS. **Please keep a copy for your records.**

1. Visit www.irs.gov
2. Click “**Get Your Tax Record**” located under Tools
 - a. Click “**Get Transcript ONLINE**” and follow the prompts to receive a .pdf; or
 - b. Click “**Get Transcript by MAIL**” and follow the prompts to receive via mail (should arrive in 5 to 10 calendar days at the address on file for you); or
 - c. To request by **telephone**, call 1.800.908.9946 and follow the prompts

Note – Be sure to select “Return Transcripts” not “Account Transcripts” when requesting documentation on www.irs.gov.

***When submitting the transcript to SPU please include the student’s name and SPU ID number!**