

IRS Tax RETURN Transcript Requirement

The IRS Tax Return Transcript requirement can be satisfied several different ways: by utilizing the FAFSA online IRS Data Retrieval Tool or by requesting a Federal IRS Tax Return Transcript.

It takes up to two weeks for IRS income information to become available for either of the options below for electronic IRS tax return filers. AND it takes up to eight weeks for paper IRS tax return filer's data to be available.

If you have filed a tax extension that will not be completed until fall or an amended tax return, please contact the Financial Aid Team for additional assistance. Should you have any questions, please feel free to contact us at 877-846-5755 or <http://www.plymouth.edu/office/financial-aid/contact-information/request-form/>

OPTION 1: IRS Data Retrieval Tool within the FAFSA

SAVE TIME - Once your Federal Tax Return is processed by the IRS, you may log into your FAFSA online and complete a correction.

1. Go to the **Financial Section of the FAFSA**. Under Financial Information in either parent and/or student for 2013 IRS Tax Return, select "already completed."
2. Answer YES or NO to all of the eligibility questions presented. **Not everyone will be eligible to use the IRS Data Retrieval Tool**. If you answer YES to any of the qualifying questions, you will not be able to use the DRT. Three examples are: if you are Married Filing Separately, Head of Household or you have filed an amended return. If you are not eligible to use the IRS Data Retrieval Tool, you must submit a copy of the paper IRS Tax Return Transcript (see pages 2 and 3.)
3. Click on the blue **Link to IRS** button
4. When typing in your address on irs.gov, please be sure that it is the **exact address on your return**.
5. Check the box on the left directly below "**Transfer My Tax Information into the FAFSA**" and then click the "**TRANSFER NOW**" button on the right.
6. Once successfully linking your IRS data to the FAFSA, changes to the FAFSA using the IRS Data Retrieval Tool are not sent to PSU until you continue to the "**Sign & Submit**" section of the FAFSA. Complete all of the fields required and press "Submit my FAFSA Now."
7. The Department of Education will send PSU confirmation of an IRS Data Retrieval Match and the tax transcript requirement will be satisfied on the myPlymouth portal.

Note: PSU only receives FAFSA updates once a week.

Option 2: IRS Tax Return Transcript Request ONLINE

- On the IRS website (www.irs.gov) click on “**Get Transcript of Your Tax Records**” under the Tools heading. **Or** go directly to <http://www.irs.gov/Individuals/Get-Transcript>
- Choose to request the transcript be transmitted to you either ONLINE or by MAIL
- If requesting ONLINE
 - Log in (if you’ve used the online service before) or create an account. When creating an account, the IRS will ask several personal questions to verify your identity and may ask for information included on previous tax returns regarding your home, children and/or mortgages.
 - **Get Transcript:** When selecting the reason you are requesting a transcript, please indicate “**Higher Education/Student Aid.**” Then choose “**2013**” from the box labeled “**Return Transcript.**”
 - Please note: *1) You will need to allow pop-ups on your browser in order to access the online PDF and, 2) If there is an asterisk (*) next to the tax filing year, the IRS has not processed your return yet and no transcript is available at this time.*
 - Save Transcript to your computer and email to the Financial Aid Team OR print transcript from your computer and submit to the Financial Aid Team via fax or US mail.
- If requesting by MAIL
 - Enter the tax filer’s Social Security Number, date of birth, street address, and zip 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 US Postal Service, the IRS may have the updated address on file.
 - Click “**Continue**”
 - In the **Type of Transcript** field, select “**Return Transcript.**” In the **Tax Year** field, select “**2013.**”
 - Tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.

Option 3: IRS Tax Return Transcript Request by PHONE

- 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.
- Select “**Option 2**” to request an IRS Tax **Return Transcript** and then enter “**2013**”.
- 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.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Option 4: IRS Tax Return Transcript Request by MAILING IRS FORM 4506-T

- IRS Form 4506-T is a paper form used to request a Federal IRS Tax Return Transcript.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4.
- Line 5 – leave blank.
- On line 6, enter “2013” to receive IRS tax information for the 2013 tax year that is required for the 2014-2015 FAFSA and check box next to 6a.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T to the appropriate address (or FAX number) provided on page 2 of Form 4506T.
- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.
- It is not recommended that the tax filer request the IRS send the transcript directly to the school on Form 4506-T. If information is missing or incomplete, we may not be able to match the document to the correct student and this could cause significant delays in processing the student’s aid.