

The U.S. Department of Education selected your FAFSA for verification. You must provide your 2015 tax data (and your parents' tax data if it was required on your FAFSA). The Data Retrieval Tool (DRT) is unavailable until further notice; as a result, we require Tax Return Transcripts to verify your tax data.

Note: only the IRS Tax RETURN Transcript can satisfy this requirement. We cannot accept Tax Account Transcripts or 1040/1040A/1040EZ forms for verification purposes.

To order a Tax Return Transcript:

1. Go to <https://www.irs.gov/>



2. Select "Get a tax transcript"
3. Select either "Get Transcript ONLINE" or "Get Transcript by MAIL"

- a. To use the **online** option you will need:

- Your Social Security Number
- Your date of birth
- Access to your email account
- A cell phone with your name on the account
- Your filing status and mailing address from your latest tax return
- Your personal account number from a credit card, mortgage, home equity loan, home equity line of credit, or car loan

- b. To use the **mail** option you will need:

- Your SSN or Individual Tax Identification Number (ITIN)
- Your date of birth
- Your mailing address from your latest tax return

4. **IMPORTANT:** Verify that you order the "Tax RETURN Transcript"

- a. "Tax ACCOUNT Transcripts" will not be accepted by our office

Get Transcript ONLINE

If you select **Get Transcript ONLINE**, please note that even small differences can cause this option to fail. If this happens, order the transcript by mail instead.

Get Transcript by MAIL

If you select **Get Transcript by MAIL**, it will be mailed to the address on your last tax return and usually arrives within 5-10 business days.

What if I can't get either option to work?

You can also obtain your Tax Return Transcript by:

- Calling the IRS at 1-800-908-9946 to order it by phone
- Completing IRS form [4506-T](#) and faxing or mailing to the IRS
- Making an appointment with your local IRS office by calling 844-545-5640. Click [here](#) to find the location closest to you.