FAFSA Requirement
2012 – 2013 Requirements for Tax Transcripts

Any student chosen for Verification for 2012 – 2013 School Year and beyond will be required to submit a copy of an IRS Tax Transcript and will NOT be allowed to complete verification with just a copy of their tax return.

How to get a copy of your IRS Tax Return Transcript?

One Way – by internet request
1. You can log into irs.gov, click on
2. Under Tools, Click on Order a Return or Account Transcript
3. Under Go get your transcript, click on 3 Order a Transcript
4. Fill out all necessary information, continue until completed and submit.

Second Way – by mail
1. You can log into irs.gov, click on
2. Under Tools, Click on Order a Return or Account Transcript
3. Under 1 Click on Tax Return Transcript
4. Right hand side, under Tax Forms you may find useful, click on Form 4506-T, Request for Transcript of Tax Return and fill blanks on the form from your computer, print and mail to:
   RAIVS Team
   Stop 6705 P-6
   Kansas City, MO 64999

Third Way – by phone
1. Call 1-800-908-9946; be ready with your social security number, current address, and date of birth.

** Be prepared. Order early. This can take several weeks to receive and the Financial Aid Office MUST have a copy of your Tax Return Transcript before we can complete your verification process. Completing your FAFSA using the online IRS Data Retrieval Tool provides a great way to decrease your chances of being selected for verification and data imported correctly and completely from the IRS does not require a Tax Return Transcript.

Erwin Technical Center
Financial Aid Department
Room 159
813-231-1908

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