

Requesting a Tax Transcript from the IRS

Students selected for Verification by the Federal Processor are required to supply a copy of their tax transcript to the Financial Aid Office. A copy of a Federal 1040 does NOT meet this requirement.

Recommended: First, we suggest that you attempt to use the **Data Retrieval Tool** (Link to IRS button) on your FAFSA by returning to www.fafsa.ed.gov and selecting the **Make Corrections link**. Students who import their tax data from the IRS with the Data Retrieval Tool will satisfy the tax transcript requirement. The SRTC Financial Aid Office can assist you with this process.

If you are unable to use the FAFSA Data Retrieval Tool, you may obtain a copy of your tax transcript in one of the following ways:

1. On the IRS Website

www.irs.gov/Individuals/Get-Transcript

You may request to receive it by mail. It can take 5 to 7 business days.

2. By Calling the IRS

1-800-908-9946 or 1-800-829-1040

You may request to receive it by mail. It can take 5 to 7 business days.

3. By Visiting a local IRS Office

The IRS Office may, at its discretion, provide you a copy of your tax transcript.

Albany IRS Office

235 Roosevelt Ave

Albany, GA 31701

Hours: Monday – Friday, 8:30 am to 4:30 pm

Tallahassee IRS Office

1211 Governor's Square Blvd

Tallahassee, FL 32301

Hours: Monday – Friday, 8:30 am to 4:30 pm

(Closes for lunch between 12 noon and 1pm)