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.

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**
   - You may request to receive it Online or by Mail. Screen shots of the IRS website are on the reverse.

2. **By Calling the IRS**
   - 1-800-908-9946 or 1-800-829-1040

3. **By Visiting a local IRS Office**

   **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)
GET YOUR IRS TAX RETURN TRANSCRIPT ONLINE – TODAY!

   Click on “Get Transcript for My Tax Records”

2. Click on “Get Transcript Online”

3. Sign up for Temporary Account

4. Enter Personal Information and Filing Status when prompted.

5. Answer security questions regarding your credit and/or household.

6. Select “Higher Education/Student Aid”.

7. Select “Return Transcript” for Year.

8. Print your Transcript.