Using the IRS Data Retrieval Tool to Obtain a Tax Return Transcript

You will know that the information was properly transferred from the IRS when the FAFSA form says “Transferred from the IRS” in bold.

1. Log into the student account on www.fafsa.gov
2. Select “Make FAFSA Corrections”
3. Navigate to the fifth tab labeled “Financial Information”
4. Update tax return status to Already Completed
5. Follow Transfer Instructions after clicking [LINK TO IRS]

Did the IRS Data Retrieval Tool say you are ineligible? There are three ways to get a transcript:

Phone: Call the IRS at 800-908-9946: approximately 5-10 days to process the request
1. Follow the prompts
2. Request a Tax Return Transcript, not an Account Transcript

Online: www.irs.gov: approximately 5 – 10 days to process the request
1. Click on Tools, Order a Tax Return
2. Click Order a Transcript
3. Follow the instructions

Mail: approximately 5-10 days to process the request after received
1. Complete Form 4506-TEZ
2. Mail to the address noted on the form or use the fax number provided
We Need Not This

See Other Side for Additional Information