

2017 IRS Tax Transcript Instructions

Option 1 – FAFSA Correction (tax information available immediately)

The easiest way to provide your tax data is to use the IRS Data Retrieval Tool on the FAFSA website. (www.fafsa.gov). Applying is faster and easier if you transfer your tax return information into this FAFSA with the IRS Data Retrieval Tool (IRS DRT)! If this tool is used, your FAFSA will be updated and tax return transcripts will no longer be needed. Log into your FAFSA and choose “make a correction”. When you reach the financial information for yourself and/or your parents, you will be asked to answer the following questions.

- For 2017, have you completed your IRS income tax return or another tax return?
- For 2017, what is your tax filing status according to your tax return?
- Did you file a Puerto Rican or foreign tax return for 2017?

For detailed on the IRS DTR instructions see

<https://www.vernoncollege.edu/Resources/Financial%20Aid/IRS%20Data%20Retrieval%202018.pdf>

Option 2 – Request a Tax Return Transcript Online

Go to www.IRS.gov

Click on “Get your tax record”

Click on “Get Transcript ONLINE”

Be sure to requires the “Return Transcript” and NOT the “Account Transcript”

You will be asked to create an account and provide very specific information in order to verify your identity. This process will take approximately 20-30 minutes to complete. To use the Get Transcript online tool, you must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan. The transcript will display online upon successful completion of the IRS’s two-step authentication.

OR, if you prefer not to create an account, click on “Get Transcript by MAIL”. You are not required to create an account and the tax return transcript will be mailed directly to you.

Select the 2017 tax year and select “Return Transcript”.

Option 3 – Automated Telephone Request – 1-800-908-9946

Option 4 – Mail-in Request (Form 4506-T) available at www.IRS.gov