Students and/or parents who are requested to turn in a 2015 Federal Tax Return Transcript will need to request the document directly from the Internal Revenue Service by one of the methods.

**IRS Data Retrieval on FAFSA**

Students and/or parents can import their 2015 federal tax information directly into the FAFSA application using the IRS data retrieval (IRS DRT). To do so, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Under Returning User, select “Make a correction.” Log on to the FAFSA application and navigate to the financial selection of the individual we are requesting transcripts for (student or parent). Be sure to submit the unchanged tax information after information is imported. Any changes made to the tax information after imported will be considered null and void.

**Online Tax Return Transcript Request**

2. Follow steps on the IRS website to complete the request for a 2015 Return Transcript. Do not request the Account Transcript.

Note: If requested, students and parents need to request the 2015 Return Transcript separately. The address that was listed on the 2015 Federal Income Tax Return must be used to request the 2015 Federal Tax Return Transcript.

**Phone Request**

1. To request a federal tax transcript by phone, students and parents can call 1-800-908-9946
2. Follow the prompts to request the 2015 Return Transcript

**Paper request**

1. Students or parents who are unable to request their 2015 Return Transcript by phone or online can make a request in writing by completing the federal 4506-T form located at [https://www.irs.gov/uac/About-Form-4506T](https://www.irs.gov/uac/About-Form-4506T). This method is best for individuals who have changed their address since filing taxes.

Note: This form is to be returned to the appropriate IRS office located on page 2 of the 4506-T form.

**Victims of Identity Theft**

If you have been notified by the IRS that you were a victim of identity theft recently, you will not be able to request a transcript by one of the methods above.

1. To request a transcript, you will need to contact the IRS’s Identity Protection Specialized Unit (IPSU) at 1-800-908-4490.
2. The victim of identity theft will need to also send a signed and dated letter which indicates the following, “I, ____________________ was a victim of IRS tax related identity theft and the IRS has been made aware of this.” Please include the student PID number and name on the letter.

**Individuals who have filed amended return in 2015**

1. Individuals who have filed a 2015 federal amended return will be required to obtain a 2015 Return Transcript by one of the methods above, AND
2. Submit a signed/dated copy of the 2015 1040X which was submitted to the IRS.