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### **2023 Return or Record of Account Transcript Request for Tax Filers**

Student/parents requested to submit their 2023 Tax Return Transcript can acquire the information through one or more of the following options. DO NOT request the Account Transcript or submit tax filing forms. These will not be accepted. If both students and parents are selected, each will provide the **2023 Return Transcript** separately.

1. Students/parents can import their 2023 federal tax information directly into the FAFSA application using the IRS Data Retrieval Tool (IRS DRT). To do so, visit [fafsa.ed.gov](https://fafsa.ed.gov). Under Returning User, select "Make a correction." Navigate to the financial section of the individual for which a transcript is requested (student or parent). Be sure to submit the unchanged tax information after it is imported. If changes are made to the imported tax information, use of the IRS DRT will not fulfill this requirement and a tax transcript will be required.
2. **Online Tax Return Transcript Request:** Visit [www.irs.gov](https://www.irs.gov) and select "Get your tax record." Then select either "Get Transcript ONLINE" or "Get Transcript by MAIL". Be advised the Record of Account Transcript is only available with the "Get Transcript Online" option.
3. **Phone Request:** Students/parents can call 1-800-908-9946 to request a transcript be sent by mail.
4. **Paper request:** Students/parents who had an address change after filing 2023 taxes, can make a request in writing by completing the federal 4506-T form located at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. This method is best for individuals who have changed their address since filing taxes.

### **2023 Verification of Non-Filing Letter or Wage and Income Transcript**

1. **Online Tax Return Transcript Request:** Visit [www.irs.gov](https://www.irs.gov) and select "Get your tax record." Then select "Get Transcript ONLINE". You CANNOT use "Get Transcript by MAIL" to request the Verification of Non-Filing Letter. If you are unable to use the ONLINE method, you must submit a paper request.
2. **Paper request:** Students/parents who had an address change after filing 2023 taxes or who are unable to use "Get Transcript ONLINE", must make a request in writing by completing the 4506-T located at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. This method is best for individuals who have changed their address since filing taxes and the only option besides the online request process.

### **Individuals Who Filed Amended 2023 Return**

If you or your parent filed an amended return, you will need to provide documents from either option one or two below:

1. Individuals who have filed a 2023 federal amended return will need to obtain a **2023 Record of Account Transcript** from the IRS by one of the methods outlined above, OR
2. Individuals who have filed a 2023 federal amended return will be required to obtain a **2023 Return Transcript** by one of the methods above AND submit a signed/dated copy of the 2023 1040X which was submitted to the IRS.

### **Victims of Identity Theft**

An individual who is a victim of tax-related identity theft, must work with the IRS Identity Protection Specialized Unit (IPSU) at 1-800-908-4490 or <https://www.irs.gov/identity-theft-central> to provide all of the following documents:

- Copy of signed 2023 tax return and applicable schedules **and**:
  - IRS 4674C letter (letter from IRS acknowledging identity theft)
- or**
- Signed and dated statement from tax filer indicating they are victim of IRS tax-related identity theft and IRS has been made aware of it.