



2018 Return or Record of Account Transcript Request for Tax Filers

Student/parents requested to submit their 2018 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 **2018 Return Transcript** separately.

1. Students/parents can import their 2018 federal tax information directly into the FAFSA application using the IRS Data Retrieval Tool (IRS DRT). To do so, visit 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 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 2018 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.

2018 Verification of Non-Filing Letter or Wage and Income Transcript

1. **Online Tax Return Transcript Request:** Visit 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 2018 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 2018 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 2018 federal amended return will need to obtain a **2018 Record of Account Transcript** from the IRS by one of the methods outlined above, OR
2. Individuals who have filed a 2018 federal amended return will be required to obtain a **2018 Return Transcript** by one of the methods above AND submit a signed/dated copy of the 2018 1040X which was submitted to the IRS.

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 of the student on the letter.