HOW TO REQUEST A 2013 TAX RETURN TRANSCRIPT

The best option is to avoid having to submit a tax return transcript and use the IRS Data Retrieval Tool instead. The IRS Data Retrieval Tool is available through the FAFSA application (fafsa.ed.gov). If you successfully use the IRS Data Retrieval Tool AND do not change the tax information, then you do not have to submit a tax return transcript (unless you file an amended tax return*).

If you are unable to use the IRS Data Retrieval Tool, the IRS offers the following options to obtain a TAX RETURN TRANSCRIPT. PLEASE NOTE, it is the TAX RETURN TRANSCRIPT and NOT the Tax Account Transcript you need to submit to NSC Financial Aid.

- **“Get Transcript Online” tool** – the fastest and easiest method & new for 2013 tax year
  - Go to www.irs.gov, under Tools click on “Get Transcript of Your Tax Records”, then select the “Get Transcript Online” option
  - View and print your tax return transcript immediately
  - You can also use this option to get a verification of Non-filing letter

- **“Get Transcript by Mail” online tool**
  - Go to www.irs.gov, under Tools click on “Get Transcript of Your Tax Records”, then select the “Get Transcript by Mail” option
  - Transcripts arrive in 5 to 10 calendar days, sent only to the tax filer

- **IRS2GO mobile app**
  - Choose the Tax Records option after downloading the app

- **IRS Automated Phone Tool**
  - call 1-800-908-9946 - hours are 7am to 7pm local time
  - The tax return transcript will be mailed to the tax filer

- **Print & Mail in a “Request for Transcript of Tax Return” Form (Form 4506-T)**
  - The request form (Form 4506-T) can be downloaded from www.irs.gov
  - Type in “Form 4506-T” in the Search option at the top right
  - This is the only option that allows the tax filer to identify a third party to receive the tax return transcript

Since the IRS has provided the new “Get Transcript Online” tool, they will no longer handle requests for transcripts in person or by phone (except for the IRS automated phone tool option mentioned above).

*If you filed an amended 2013 tax return, you must submit BOTH the Tax Return Transcript AND a copy of your 1040X form.*