

# Requesting Tax Transcripts

Please be advised if you or your parents owe back taxes to the IRS, your request for tax return transcripts will be delayed until that is resolved.

CA-Dream Act Students please use options 2,3,4 or 5

## 1 FAFSA - DRT

- Log into [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Select “**2020-2021**” then select “**Make FAFSA corrections**”
- Enter your PIN# and create a password. Select “**Next**”
- At the top of the page select “**Financial Information Tab**”
- If you have already completed a 2018 federal income tax return Select “**Already Completed**” in the drop down menu.
- Answer all the IRS DATA RETRIEVAL TOOL questions to verify eligibility in order to use IRS DATA RETRIEVAL TOOL.
- If you are eligible, enter your PIN# or parents PIN#. Then select “**Link to IRS**” You will be notified that you are leaving the Fafsa page and entering the IRS page. Select “**OK**” to proceed.
- Answer the federal income tax information questions.
- Once completed, select “**Submit**”. Then verify that all information is correct.
- Check the box indicating “transfer my tax information” then select “**Transfer Now**”.
- You will be directed back to the FAFSA page. Save your updated information.

## 2 Online Request Printable PDF

- Go to [www.irs.gov](http://www.irs.gov)
- Select “Get your Tax Record
- Select “**Get Transcript Online**”
- Create a login or Log In
- Answer Security questions
- Select “**Return Transcript**” for **2018** Print the PDF file

## 3 Online Request Mailed to Home

- Go to [www.irs.gov](http://www.irs.gov)
- Select “Get your Tax Record
- Select “**Get transcript by mail**”
- Answer security questions
- Select “**Return Transcript**” for **2018**
- Allow 5-10 days to receive it through the mail.

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## 4 Paper Request IRS Form 4506T EZ

- Download **4506T EZ** form at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1-4 using current mailing address
- Do Not use line 5 to send directly to Mount Saint Mary's University
- Line 6 should be for **2018**
- Mail form **4506T EZ** using the information provided on page 2:

**California Tax Filers will need to use the Fresno Address and Fax Number**



**RAIVS Team  
Stop 37106  
Fresno, CA 93888  
559-456-7227**

- Allow 5-10 days to receive it through the mail

## 5 Telephone Request

- Call **1-800-908-9946**
- Answer security questions
- Select Language
- **Select 2** for IRS Tax Return
- Input **2018** for the year needed
- Allow 5-10 days to receive it through the mail

**Please remember you must have filed a tax return for 2018 before requesting your tax transcripts.**