To obtain a TAX RETURN TRANSCRIPT there are four (4) options available:

1. The easiest method is to log on to your FAFSA and make a correction. Go to the Financial Info tab and select the option to use the IRS Data Retrieval to link your Tax Transcript.

2. You may also go to www.irs.gov: In the “Tools” section, click “Order a Return or Account Transcript” Go to “Order a Transcript” and enter all requested information, make sure you have the correct tax year. We CAN NOT accept a “TAX ACCOUNT TRANSCRIPT”. Please make sure you choose the “TAX RETURN TRANSCRIPT” option.

3. A Tax Return Transcript can be requested from the IRS by phoning 1-800-908-9946. After entering your Social Security number and address, select Option 2 to order a TAX RETURN TRANSCRIPT and enter the correct tax year.

4. You can also go to the Internal Revenue Service (IRS) location at 1999 Broadway Blvd., 17th Floor, Denver, CO to pick up a TAX RETURN TRANSCRIPT on the same day. There is no fee for the TAX RETURN TRANSCRIPT, but you must have a valid Photo ID. The recommendation is to be there early. Office is open from 8:30 a.m. to 4:30 p.m. and they recommend you be there no later than 3:30 p.m. These transcripts are generally available for the current and past three (3) years.