

Print Tax Transcripts Online

1. Visit www.irs.gov
2. Under the **TOOLS** category, click on **Get a tax transcript**
3. Click the box **Get Transcript ONLINE**
4. If you have not created an account, click on **GET STARTED** under *First Time Users*
5. Read the registration information and click **CONTINUE**
6. Confirm you have the required personal information available and click **YES**
7. Confirm you have the account number from a financial account listed on your credit report and click **YES**
8. Confirm you have a mobile phone number and click **YES**
9. Enter your personal information:
 - a. Enter your **First Name** and **Last Name** as it appears on your most recent tax return
 - b. Enter your **Email Address** (Be sure you have immediate access to this email address)
 - c. Click **SEND CODE**
 - d. **Check your email** to retrieve the 8 digit code.
 - e. Enter the **8 digit code** and click **CONTINUE**
 - f. Enter your **Date of Birth**, **Social Security Number**, and **filing status** from your most recently filed tax return
 - g. Enter your **address information** exactly as it appears on your most recent tax return and click **CONTINUE**
10. Enter the **account number** for one of the choices listed and click **CONTINUE**
 - a. If you do not have a current credit card, auto loan, home equity, or mortgage you will not be able to register and print your tax transcript online. You will need to call 1 (800) 908-9946 to request a copy be mailed to you.
11. Enter your **mobile phone number** and click **SEND MESSAGE**
 - a. **Check your mobile phone** to retrieve the 6 digit code.
 - b. Enter the **6 digit code** and click **CONTINUE**
12. Create your User Profile:
 - a. Enter a **username** and **password**.
 - b. Enter a **phrase** that you will recognize when you login
 - c. Select an **image** that you will recognize when you login and click **CONTINUE**
13. After your user profile is created, click **CONTINUE**
14. Read the Security Announcement and click **CONTINUE**
15. Select **Higher Education/Student Aid** from the drop down list and click **Go**
16. Under **Return Transcript**, click the year (**2016 for 2018-2019 FAFSA or 2017 for 2019-2020 FAFSA**) for the tax return transcript you want to download (You can also download your W-2's under **Wage & Income Transcript**)
17. Your tax return will appear in a new window and you can print your document.

IRS Data Retrieval Tool

The **IRS Data Retrieval Tool** allows FAFSA applicants and their parents the ability to transfer their 2016 or 2017 income information directly from the IRS to the FAFSA.

1. Visit www.fafsa.ed.gov
2. Click on **Login** under *Returning User*
3. In the Login box, click the bubble beside **Enter your (the student's) FSA ID**
4. Enter the Student's **FSA User Name or Verified E-mail Address** and **FSA ID Password** and click **Next**
5. Verify you are in the correct FAFSA year by checking the tabs at the top of the page.

Semester you plan to attend:	FAFSA to correct
Fall 2018, Spring 2019, or Summer 2019	2018-2019
Fall 2019, Spring 2020, or Summer 2020	2019-2020

6. Click **Make FAFSA Corrections** towards the middle of the page
7. At the top of the page, click the **Financial Information** tab
8. Select **Already Completed** for the tax return filing status
9. Select the appropriate tax filing status
10. Answer the eligibility questions correctly to determine if you are eligible to use the IRS Data Retrieval Tool
11. If you are eligible to use the IRS Data Retrieval Tool, enter your **FSA ID Username or Verified E-mail Address** and **FSA ID Password** (if requested) and click **LINK TO IRS**
12. Click **OK** to verify you are Leaving FAFSA on the Web
13. Click **OK** to Select IRS Data Retrieval Tool Terms of Use
14. Enter the requested information exactly as it appears on your tax return and click **Submit**
15. Review that the information is correct and check the box **Transfer My Tax Information into the FAFSA** and click **Transfer Now**
16. Do not make any changes to the answers where **Transferred from the IRS** is indicated. Click **Next**
17. Continue to **Sign and Submit** tab. Enter the required information, including the FSA ID User Name and Password
18. Click beside **Agree** for student and parent and click **SUBMIT MY FAFSA NOW**

Please note: If you are using the IRS Data Retrieval Tool for both the student and the parent, you will have to complete this process twice; once under the Student Financial Information Section and once under the Parent Financial Information Section before submitting the FAFSA or correction.



Request online to receive Tax Transcript by Mail:

1. Visit www.irs.gov
2. Under the *TOOLS* category, click on **Get a tax transcript**
3. Click the box **Get Transcript By MAIL**
4. Click **OK** to confirm you understand that **This U.S. Government System is for Authorized Use Only!**
5. Enter your personal information:
 - a. Enter the **Social Security Number** and **Date of Birth** for the person listed first on the tax return, if married filing jointly.
 - b. Complete the **Street Address** and **Zip or Postal Code** that is currently on file with IRS and click **Continue**
6. Select **Return Transcript** for the *Type of Transcript* and **2016 for 2018-2019 FAFSA or 2017 for 2019-2020 FAFSA** for *Tax Transcript Year* and click **Continue**.
Do not choose Account Transcript.



Request Tax Transcript over the phone:

1. Call (800) 908-9946
2. Press 1 to continue in English
3. Enter your social security number
 - a. If this is for a parent, have your parent request the tax transcript using their social security number
4. Verify your street number that is on your most recent tax return
5. Press 2 to receive a transcript of your tax return
6. Enter the year of the tax **return transcript** needed

Semester you plan to attend:	FAFSA to submit	Tax Transcript Year to request
Fall 2018, Spring 2019, or Summer 2019	2018-2019	2016
Fall 2019, Spring 2020, or Summer 2020	2019-2020	2017

7. Tax Return Transcripts will take 5-10 business days to arrive.
8. Press 3 or hang up when finished.

Make an Appointment at Local Tax Office:

1. Call (844) 545-5640
2. Press 1 for English
3. Press 1 to make an appointment
4. **Dothan Tax Office Address:**
202 West Adams Street
Dothan, AL 36303