

Options to Request an IRS Tax Return Transcript

Option 1: IRS DATA Retrieval Tool in your FAFSA (Preferred Option)

- Go to <https://studentaid.gov/sa/fafsa>
2. Log in with your (the student's) FSA ID.
 3. Select the 23-24 FAFSA.
 4. Use the Link to IRS button in the finances section.
 5. At the IRS site, enter your information and address exactly as it appears on your 2021 tax form and click "Submit."
 6. Check the "Transfer my Tax Information into the FAFSA form" box and click the "Transfer Now" button.
 7. Make sure to sign and submit this FAFSA correction (the last screen).

Option 2: GOOD NEWS! You can simply send us a copy of your 2021 Federal 1040 Tax Form. It must be signed by the tax filer, and you should include any Schedules that were used to complete your return.

Option 3: Print an IRS Tax Return Transcript Online

- **Step 1:** Get Transcript Online > Follow the Instructions at <https://www.irs.gov/individuals/get-transcript>
- **Step 2:** Follow the instructions for either creating an account or logging in. > Read the registration information and click "Continue."
- **Step 3:** Confirm that you have the required personal information available and click "Yes."
- **Step 4:** Confirm that you have the account number from a financial account listed on your credit report and click "Yes."
- **Step 5:** Confirm that you have a mobile phone number and click "Yes."
- **Step 6:** Enter your Name as they appear on most recent tax return. Then enter your e-mail address and click "Send Code."
- **Step 7:** The IRS will e-mail you an 8-digit code > Enter the code and click "Continue."
- **Step 8:** Enter your personal information and address information and click "Continue."
- **Step 9:** Enter the account number for one of the choices listed and click "Continue."
- **Step 10:** Enter your mobile phone number and click "Send Message" > The IRS will test you a 6-digit code > Enter the code and click "Continue."
- **Step 11:** Create your User Profile by entering a username and password. Then enter a phrase and select an image that you will recognize. Then click "Continue."
- **Step 12:** Once profile is created click "Continue."
- **Step 13:** Read the Security Announcement and click "Continue."
- **Step 14:** Select Higher Education/Student Aid from the drop-down list > click "Go."
- **Step 15:** Make sure you are request the transcript type RETURN Transcript (NOT an Account Transcript). In the Return Transcript box, click the year for the tax RETURN transcript you want to download (2021).
- **Step 16:** Tax Return Transcript will appear in a new window.

Option 4: Request an IRS Tax Return Transcript to be Mailed to You

- **Step 1:** Select "Get Transcript by Mail" on the IRS website at <https://sa1.www4.irs.gov/irfof-tra/start.do>
- **Step 2:** Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code.
 - Unless you have recently updated your address with the IRS, type in the address from your return *exactly as it appears*. Click **Continue**.
- **Step 3:** In the **Type of Transcript** field, select **Return Transcript**. In the **Tax Year** field, select **2021**.
 - If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the IRS receives the request.

FOR BOTH OPTION 3 and 4, you will be given the option to create a Customer File Number. Please use your Missouri Baptist University Student ID # as the Customer File Number so that we can easily identify your transcript when it comes to us.

Transcripts for Victims of IRS Identity Theft

Call the Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490 or visit the ID theft website on [irs.gov](https://www.irs.gov). After the IPSU authenticates the tax filer's identity, the tax filer can request that the IRS mail to the tax filer an alternate paper tax return transcript known as the TRDBV (Transcript DataBase View).