

Internal Revenue Tax Transcript Request

Your financial aid application (FAFSA) has been selected for a process called Verification. This means that you, and if dependent, your parents must provide the Financial Aid Office at BCCC a copy of your federal tax returns.

However, the U.S. Department of Education will not allow colleges to accept personal copies of students, and parents of dependent student, federal tax returns. Therefore you must do one of the following:

1. Log into your FAFSA and request to use the IRS Data Retrieval Tool (IRS DRT). This tool will allow you and, if dependent, download federal tax information directly from the IRS into your FAFSA application. You will be required to enter the identifying information the same as it is listed on the tax return. If you do not, then the process will fail.

OR

2. If the process fails or you, if dependent, your parents are unable to use the IRS Data Retrieval Tool (IRS DRT), then you, and if dependent, your parent must request that the IRS send you an 'INCOME TAX TRANSCRIPT'.

YOU CANNOT OBTAIN THIS FORM BY GOING TO THE IRS OFFICE. If you go to the IRS Office, you may be given an 'Income Tax Summary' which is the wrong form and the Financial Aid Office will not be able to accept this form.

You may request the 'Income Tax Transcript one of two ways:

Telephone Request:

The phone number to request the 'Income Tax Transcript' is: 1-800-908-9946

Online Request

1. www.irs.gov
2. Click 'Order a Return or Transcript'.
3. Click 'Order a Transcript'.
4. Enter the tax filer's social security number, date of birth, street address, zip code. Please make sure you are using the address that was reported on the tax return that you and, if dependent, your parents filed with the IRS.
5. Click 'Continue'.
6. In the type of transcript field, select 'Return Transcript' and enter the tax year. For example: If you are completing the 2015-2016 FAFSA, you will use 2014 for the tax year.