

How to Request a Tax Transcript

Dear Student,

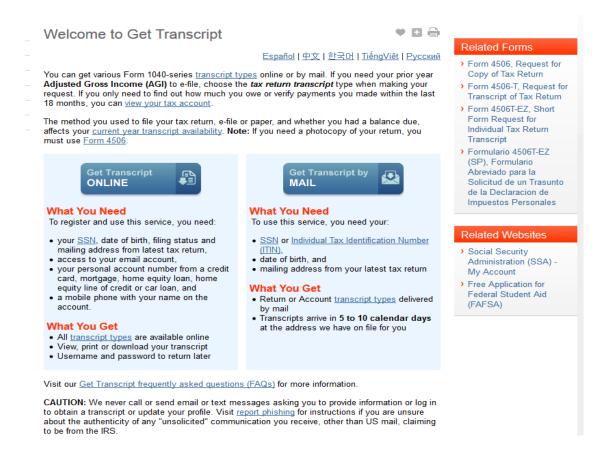
Below you will find the verification instructions on requesting a Tax Return Transcript.

*Please note, the option to use the data retrieval tool on FAFSA is no longer available. According to the IRS and Department of Education, there is no time frame of when it is expected to be back up. A tax transcript will have to be requested and the options are as follows:

Requesting a IRS Tax Transcript:

You must submit an official <u>IRS TAX RETURN TRANSCRIPT</u>, (not an Account Transcript.) There are 4 ways to obtain the transcript:

Request Method	Where?	What?	How?	When?	Send to Third Party?
Get	www.irs.gov/transcript	Paper	PDF	Immediately	No
Transcript					
Online					
Get	www.irs.gov/transcript	Paper	Mailed	5-10 Days	No
Transcript					
by Mail					
IRS2GO	www.irs.gov	Paper	Mailed	5-10 days	No
Mobile App					
Telephone	(800)-908-9946	Paper	Mailed	5-10 days	No
IRS Form	www.irs.gov/pub/irs-	Paper	Mailed	5-10 days	Yes
4506T-EZ	pdf/f4506tex.pdf			-	



Reminder:

Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. Note: Processing Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Please submit the tax return transcript to the Financial Aid Office at The Sage Colleges; make sure to include the student' name and student ID number on the transcript. Not providing this information could delay your verification process.