



# Financial Aid Office Tax Return Transcript Request

For more information, visit the Financial Aid Office, SSC L177 or contact the Financial Aid office at 860-512-3380.

Some students who complete a Free Application for Federal Student Aid (FAFSA) will be selected for a process called **verification**. Many of these students need to verify their own income and tax information for a specific tax year. In addition, income and tax information for the student's spouse (if the student is married) or for the student's parents (if the student is considered "dependent") may be required. **The college cannot complete verification and disburse aid until all required information is received and reviewed.**

## DOWNLOAD YOUR TAX RETURN TRANSCRIPT ONLINE

Visit [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) to download your Tax Return Transcript. To register and use this service, you need:

- Your social security number, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your credit card number or account number from an auto loan, mortgage, home equity loan **or** home equity line of credit, and
- a mobile phone with your name on the account.



## REQUEST A TAX RETURN TRANSCRIPT ONLINE TO BE MAILED TO YOU

To obtain a Tax Return Transcript visit: [www.irs.gov](http://www.irs.gov).

- Under the Tools section on the IRS homepage, click "Get A Tax Transcript"
- Click "Get Transcript by Mail"
- Provide the filer's social security number or an individual tax identification number, date of birth and address from your latest tax return
- Request the "Tax Return Transcript" – **NOT** the "Tax Account Transcript" – for the specified year

Transcripts arrive in 5 to 10 calendar days at the address IRS has on file for you

Puede recibir su transcripción por correo en Español

*The IRS never sends email requesting you to obtain, upload or access your transcripts. If you receive such an email, please forward it to the fraud group at [phishing@irs.gov](mailto:phishing@irs.gov).*

### Get Transcript by Mail

#### What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

#### What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

## REQUEST A TAX RETURN TRANSCRIPT BY PHONE, IN PERSON OR PAPER

Contact the IRS by calling 1-800-908-9946. Tax filers must follow prompts to enter their social security number and the street address number listed on the latest tax return filed. Request an IRS Tax Return Transcript and then enter the appropriate year. Note: If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

To obtain transcripts in person, please contact the nearest IRS office to set up an appointment at 1-844-545-5640. The Hartford IRS office is located at 135 High St. in Hartford. You can also submit a paper request form to the IRS to obtain the transcript: IRS Form 4506T-EZ or IRS Form 4506-T.

## AVAILABILITY OF IRS AND TAX RETURN TRANSCRIPTS

The majority of electronic tax return filers will have IRS Tax Return Transcript information available within 2-3 weeks after their electronic tax returns has been accepted by the IRS. Availability takes 6-8 weeks for mailed-in paper tax return filers. Additional time may be required if income tax is owed.

*Plan ahead – File your taxes early to allow for sufficient time to complete financial aid processes.*

## SPECIAL CASES

Contact the Financial Aid office if you require additional assistance.

- If the student or parent made a mistake on the FAFSA and will not file, simply correct the information online. Log into [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov), select "Make FAFSA Corrections," and update as needed.
- Notify the Financial Aid Office if you, or your parents (if you are a dependent student) had a change in marital status after December 31, or if any married tax filer filed separately.
- If an amended (i.e., changed) IRS income tax return has been or will be filed, provide a signed copy of the IRS Form 1040X "Amended US Individual Income Tax Return" AND an IRS Tax Return Transcript showing the information of the original tax return that was filed.
- For IRS filing extensions, provide a copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," AND copies of all IRS Forms W-2 for each source of employment income, AND/OR, if self-employed, a signed statement certifying the estimated amount of adjusted gross income (AGI).
- For victims of IRS tax-related identity theft, provide a Tax Return Database View (TRDBV) transcript AND a signed and dated statement about the situation and affirming the IRS is aware of the problem.
- Victims of tax-related ID theft should call the IRS Identity Protection Specialized Unit at 1-800-908-4490.