

IRS TAX RETURN TRANSCRIPT INSTRUCTIONS

For 2018-2019

Students and parents can no longer submit a signed copy of the IRS 1040 as a way to confirm the income reported on the FAFSA, per federal regulations. When completing the income sections of the FAFSA, the applicant is given the option to have this data retrieved directly from the IRS via the IRS Data Retrieval Tool.

HOW TO REQUEST A 2016 IRS TAX RETURN TRANSCRIPT

ONLINE -Go to www.irs.gov Click on Tools, select Order a Return or Account Transcript.

Select 'Order a Transcript', and select from the dropdown menu 'RETURN TRANSCRIPT'.

A paper Return Transcript will be mailed to the requestor within 5 to 10 days in most cases. Once you receive your IRS Tax Return Transcript from the IRS, you must submit it to the Financial Aid Office at Caldwell University.

TELEPHONE - (800) 908-9946. Request your Free IRS Tax Return Transcript. A paper Return Transcript will be mailed to the requestor within 5 to 10 days in most cases. Once you receive your IRS Tax Return Transcript from the IRS, you must submit it to the Financial Aid Office at Caldwell University.

IRS FORM 4506T---EZ – Go to: <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

Complete Form 4506T-EZ. A paper Return Transcript will be mailed to the requestor within 5 to 10 days in most cases. Return Transcripts ordered using this method can be mailed directly to Caldwell University by completing line five on Form 4506-T-EZ.

NOTE: If you have an Amended Tax Return you will need to request both the 2016 IRS Tax Return Transcript and the IRS Tax Account Transcript (Record of Account). You must submit the Return Transcript, the Account Transcript, and a copy of your 2016 Federal 1040X Tax Return to Financial Aid Office at Caldwell University.