



Southeastern Illinois College  
Financial Aid Office  
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## IRS Tax Return Transcript Request Process

Students and parents have several options in verifying income. If you filed taxes and have been selected for verification, please see the methods below to verify your income.

### IRS Data Retrieval Tool (DRT) preferred

Returns filed electronically will be available to use the DRT within three weeks after the return has been accepted by the IRS. Filers using a paper return will be available to use the DRT within eight weeks after the return has been accepted by the IRS. To use the IRS DRT, please complete the following steps:

- Log into your 2016-2017 FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Select "Make FAFSA Corrections."
- Navigate to the Financial Information tab.
- Answer the questions if you filed an amended tax return, foreign or Puerto Rican Tax Return, or filed within the last three weeks.
- Click "Link to IRS." Click OK to continue.
- Once on the IRS website, enter all your information correctly. Click Submit.
- Check the "Transfer my Tax Information into the FAFSA" box and click "Transfer Now."
- Once completed, select OK and return to the FAFSA.
- Make sure to electronically sign with all FSA IDs required and submit your FAFSA.

### Online Request

- Available on the IRS website at [www.irs.gov](http://www.irs.gov)
- In the Online Services section of the homepage, click "Get a Tax Transcript"
- Click "Get Transcript by MAIL"
- Enter the tax filer's SSN, date of birth, address and zip code. Click Continue
- In Type of Transcript field, select "Return Transcript." In the Tax Year field, select "2015."
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in the online request within 5 to 10 days.

### Telephone Request

- Available from the IRS by calling 1.800.908.9946
- Tax filers must follow prompts to enter their SSN and the numbers in their street address. Generally, this will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "**2015**"
- 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.

### Paper Request Form-IRS Form 4506-EZ

- Download at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete lines 1-4. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. You may enter Southeastern Illinois College and address to be sent directly to the Financial Aid Office.
- On line 6, enter the type of 1040 (i.e. 1040, 1040A or 1040 EZ).
- Check box 6a for a Return Transcript.
- Line 9 enter 12/31/2015 for a 2015 Tax Return Transcript.
- Sign and date form.
- Form can be mailed to Internal Revenue Service, RAIVS Team, Stop 37106, Fresno CA 93888 or faxed to 559.456.7227.
- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request.