



# PVCC Financial Aid

## How to Request a Tax Return Transcript

You must submit an official IRS Tax Return Transcript as a part of the verification process if you:

- Did not use the IRS Data Retrieval Tool when you filed your FAFSA, or
- You used the IRS Data Retrieval Tool and then made changes to the data on your FAFSA.

**For the current Academic Year, Request a Tax Return Transcript from two years prior.**

**Example:** For the 2021–2022 Academic year, request a 2019 Tax Return Transcript.

### Option 1

Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.

### Option 2

Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Online.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.

### Option 3

Call 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

### If You Filed an Amended Return:

Submit both an IRS Tax Return Transcript and a signed 1040X.

### If You Filed a Foreign Tax Return:

- Submit a signed and dated copy of the form to the Financial Aid Office with your Student ID number at the top. The form must be translated to English, or
- Submit a statement of income if you earned income in a country that does not require you to file tax returns.