

## 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 2018-2019 Academic Year, request a 2016 Tax Return Transcript.**

**For the 2019-2020 Academic Year, request a 2017 Tax Return Transcript.**

### Option 1

Request electronically on the IRS website at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). This is the quickest and most convenient way to request a Tax Return Transcript.

### Option 2

Call the IRS at 1.800.829.1040 or contact the local IRS Office to request the return transcript.

### Option 3

File Form 4506T-EZ or 4506-T (for non-filers). This method can take up to 6 weeks to process this request for a Tax Return Transcript.

## If you filed an amended return:

### Option 1

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

### Option 2

Submit the Record of Account, using IRS 4506-T, which can take up to 30 days to process.

### Option 3

Contact the local IRS Office to obtain a copy of the transcript:

400 North 8<sup>th</sup> Street  
Richmond, VA 23219  
804.916.8700

75 N Coalter Street  
Staunton, VA 24401  
540.609.6058

## 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.

Submit Tax Return Transcripts to the Financial Aid Office:

1. Scan to [finaid@pvcc.edu](mailto:finaid@pvcc.edu)
2. Bring directly to Financial Aid Office, Main Building, M136
3. Fax to 434.961.6557