



Southeastern Illinois College  
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## IRS Tax Return Transcript Request Process

The best way to verify income is by using the IRS Financial Aid Direct Data Exchange (FA-DDX) tool that is part of FAFSA on the web. To use the FA-DDX, you must go to [www.studentaid.gov](http://www.studentaid.gov) and log in to your current FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form.

**Tax filers can request a transcript, free of charge, of their tax return from the IRS using one of the following ways:**

- **Get Transcript by Mail**
  - 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.
- **Get Transcript Online**
  - Go to [www.irs.gov](http://www.irs.gov)
  - Click “Get Your Tax Record.”
  - Click “Get Transcript Online.” Make sure to request the “Return Transcript” and **not** the “Account Transcript.”
  - Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the [ID.me IRS Help Site](#).
- **Automated Telephone Request**
  - Call 1-800-908-9946.
  - Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form**
  - Complete [IRS Form 4506T-EZ](#) or [IRS Form 4506-T](#).
  - The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.