Getting Your IRS Tax Transcript

If you are unable to use the IRS Data Retrieval Tool to import your tax information onto your FAFSA from the IRS database, you may be required to submit an IRS TAX RETURN TRANSCRIPT.

Requesting a Transcript by Mail:


Step 2. Click “Get Transcript of Your Tax Records”

Hint: This option will be under the Tools heading

Step 3. Choose the option to “Get Transcript by MAIL”

You will be prompted to fill in personal information (i.e. Social Security Number, Date of Birth, and Address)

Step 4. Choose to Request a “Tax Return Transcript” for the Designated Year.

Hint: The year is generally the taxes filed most recently to the year you will be attending.

If you have any questions regarding which transcript to request, please contact the Financial Aid Office at (734) 384-4135

Step 5. Turning in your Tax Transcript

You will receive a copy of you Tax Return Transcript from the IRS in the mail within 5-10 business days.

Once you have received it, you may turn it in along with all other requested documents to the Financial Aid Office via mail, fax, email, or in person.

You may also call the IRS at 1 (800) 908-9946 and follow the prompts to request a Tax Return Transcript.
**Downloading your Transcript:** via IRS account

Follow directions for receiving the transcript by mail until step 3, then refer below.

Step 1. Choose the option to “Get Transcript ONLINE”

Step 2. Click the button to “Create an Account”

You may also sign-in if you have previously created an Account with the IRS.

**Sign Up**

You must sign up to create or reactivate your account.

Step 3. Fill out the Requested Information.

You will first be asked for your name and email address to be sent an email confirmation.

Following this you will be asked many personal questions regarding information such as;

* Your previous addresses  
* Loan Servicers  
* Mortgage Providers  
* Your previous employers/jobs

**Everyone receives different information for this step, depending on their tax history.**
If you receive different questions that you cannot answer, requesting by mail may be easier.

Step 4. Choose the “Tax Return Transcript” for the Designated Year.

Be sure to select the Tax Return Transcript, not the Tax Account Transcript.

Hint: The year is generally the taxes filed most recently to the year you will be attending.

*If you have any questions regarding which transcript to request, please contact the Financial Aid Office at (734) 384-4135*

Step 5. You may now Print your Tax Transcript

*Once you have printed the transcript, you may turn it in to the Financial aid office with all other requested documents via mail, fax, email, or in person.*

You may call the IRS at **1 (800) 908-9946** and follow the prompts to request a Tax Return Transcript. You will receive a copy of your Return Transcript from the IRS in the mail within 5-10 business days.