



2012 Federal IRS Tax Return Transcript

When you completed the 2013-2014 FAFSA, you were given the option to link to the IRS website to download your (your spouse's or parent's) 2012 1040 information directly onto your FAFSA. If you did not select this option, or made changes after the IRS download, please follow the directions below to correct this and use this tool now.

- Go to www.fafsa.gov, log in to your 2013-2014 FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you (your spouse or parent) are eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into your FAFSA (students/parents who filed as head of household or married filing separately cannot use this tool).

If you, your spouse, or your parent(s) are unable or ineligible to use the IRS Data Retrieval Tool through the FAFSA, you are **REQUIRED** to obtain a **2012 Federal IRS Tax Return Transcript** directly from the IRS (**photocopies of the income tax return will NOT be accepted**) to complete your financial aid file.

You have two options to request this FREE document from the IRS. Either way, you can expect to receive your transcript within 10 business days. However, if you (or the person who filed, i.e. spouse, parent) have **moved or filed an amended return, please refer to sections A or B below.**

1. Online:

- a. Request a 2012 Tax Return Transcript online by selecting the link below or copying and pasting it into your browser:
<http://www.irs.gov/individuals/article/0,,id=232168,00.html>
- b. Under Option #3, select "Go to Order A Transcript". Enter your SS#, Date of Birth, Address, Zip Code and click Continue. For "Type of Transcript", select **Return** Transcript. For "Tax Year", select 2012 and then click Continue

2. Telephone :

- a. Request a 2012 Federal Tax Return Transcript by calling:
1-800-908-9946
- b. Follow the prompts to select a language, enter and confirm your Social Security number, and verify your address. Then select option #2 to request a Tax Return Transcript, enter tax year 2012, and confirm to complete your order.

A. **Moved:**

The IRS cannot process your request online or by phone if you need transcripts mailed to an address other than the one on file for you. To send your transcript to a different address, you must complete and sign [Form 4506-T](#), selecting option "a" under #6 (Tax Return Transcript), and mail it to the address listed in the instructions. You can expect to receive your transcript within 10 business days of when the IRS receives your signed request.

B. **Amended Returns:**

If you (your spouse or parent) have filed an Amended Tax Return for 2012, you must submit **SIGNED** copies of both the 2012 1040 **AND** the 2012 1040X that has been officially filed with the IRS.

If you are having difficulty obtaining your tax documentation from the IRS, please call them directly at 1-800-829-1040 for further assistance.