



## IRS Tax Return Transcript

An IRS Tax Return Transcript is required to verify the income you reported on your FAFSA. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web.

### **HOW DO I USE THE IRS DATA RETRIEVAL TOOL?**

If you have not already used the tool, go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to your 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 are eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

### **WHAT IF I AM UNABLE OR DID NOT USE THE DATA RETRIEVAL TOOL?**

If you are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, you will be required to submit a 2019 IRS Tax Return Transcript.

### **WHAT IS AN IRS TAX RETURN TRANSCRIPT?**

An IRS Tax Return Transcript is a typed copy, obtained from the IRS, of what was entered on your original Federal Tax Return.

### **HOW MUCH DOES IT COST TO GET AN IRS TAX RETURN TRANSCRIPT?**

Obtaining an IRS Tax Return Transcript is FREE!

### **HOW DO I OBTAIN MY TAX RETURN TRANSCRIPT FROM THE IRS?**

To obtain an IRS tax return transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on the “View Your Account” link on the main menu. Under “**Individual,**” click on the “**Tax Record (Transcript)**” link under the “**Your Information**” column. Then, simply click on the “**Get Transcript Online.**” If you do not have a login account, you will be required to create one with the IRS in order to access your transcript(s). Be sure to request the “**Return Transcript**” and NOT the “Account Transcript.” You will be able to view and print your Return Transcript immediately. Please print the document and submit it to the Financial Aid Office.

### **WHAT IF I FILED AN AMENDED TAX RETURN?**

If you filed an amended tax return you will need to PRINT the *Account Transcript* as well as the *Return Transcript*.

### **WHAT IF I AM UNABLE TO OBTAIN MY TAX RETURN TRANSCRIPT FROM THE IRS?**

If you are unable to obtain your Tax Return Transcript from the IRS, you may submit as acceptable documentation SIGNED copies of your original IRS Tax Return or amended IRS Tax Return.

For more information, please contact the Financial Aid Office at:  
(661)362-3215 or [finaid@canyons.edu](mailto:finaid@canyons.edu)