

# How to Request a IRS Tax Return Transcript:

Federal financial aid awards require an IRS tax return **transcript**, not the actual tax form.

Applicants may request IRS Tax Return Transcripts using the following methods.  
Tax transcripts are free and can be requested from the IRS by phone or online.

IRS Tax Return Transcripts requested by phone or online **cannot** be sent directly to NGTC by the IRS. When using these options, the **applicant** obtains printed Tax Return Transcripts and **must provide a copy to an NGTC financial aid advisor.**



## 1. Telephone Request:

- Call the IRS at 1-800-908-9946.
- Tax filers must follow prompts to enter information.
- Select **Option 2** to request an **IRS Tax Return Transcript** and then enter the appropriate tax year.
- Once validated, tax filers can expect to receive a printed IRS Tax Return Transcript within 5 to 10 days. Deliver the transcript to your financial aid advisor. (email, mail, or in person)**

## 2. Transcript by Mail:

- Go to [www.irs.gov](http://www.irs.gov) and under **TOOLS**, select **Get a Tax Transcript**.



- Select **MAIL**
- Enter the required personal information and select **Continue**
- For *Type of Transcript*, select **Return Transcript**
- For *Tax Year*, select 2015, select **Continue**
- Read the message and follow any instructions on the screen
- As soon as transcript arrives, deliver to your financial aid advisor. (email, mail, or in person)**

## 3. Online Request:

- Go to [www.irs.gov](http://www.irs.gov) and under **TOOLS**, select **Get a Tax Transcript**.



- Select **ONLINE**
- To use the online request form you will need the following: (1) your social security number and date of birth, (2) your filing status and mailing address from your latest tax return, (3) an email account, (4) your credit card number or an account number from an auto loan, mortgage, home equity loan or home equity line of credit, and (5) a mobile phone with your name on the account.  
**Save the User ID and Password that you create for future use!**
- After you have authenticated your information and logged in, Select **Higher Education/ Student Aid option**
- Select the year **2015** under the *Return Transcript Box*.
- The Tax Return Transcript will be displayed as a PDF file.
- Please save or print the file and deliver to your Financial Aid Advisor. (email, mail, or in person).**

## 4. Victims of Identity Theft:

- If you are a victim of Identity Theft, you will need to call the Identity Protection Unit to request an alternate Tax Return Transcript (Transcript DataBase View –TRDBV) from the IRS.
- Please call 1-800-908-4490 to authenticate your identity and request the TRDBV.
- Once you receive the TRDBV deliver to your Financial Aid advisor. (email, mail, or in person)**

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