



### Financial Aid Office

9601 Germantown Ave, Philadelphia, PA 19118

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## How to obtain your Federal Tax Return Information & Transcripts

### Online Requests

1. Visit [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript).
2. Select **Get Transcript by MAIL** or **Get Transcript Online**
3. **Get Transcript by MAIL Instructions**
  - o Enter the requested information and click Continue.
  - o Select "Return Transcript" for the Type of Transcript, select the tax year requested for Tax Year, and click Continue
  - o If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address on file with the IRS within 5 to 10 calendar days. IRS Tax Return Transcripts cannot be sent to an address other than the one on file with the IRS
  - o Once received, deliver the Tax Return Transcript to the Financial Aid Office.

### Telephone

1. Call the IRS Transcript Order line at 1-800-908-9946
2. Follow prompts to enter the primary tax filer's social security number and the numbers in their street address. Generally, these will be numbers of the street address that were listed on the latest tax return filed. However, if an address change has been completed either through the IRS or the US Postal Service, the IRS may have the updated address on file. For a joint tax return, use the primary tax filer's social security number, date of birth, street address, and zip or postal code.
3. Select "Option 2" to request an IRS Tax Return Transcript and then enter the tax year requested. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address on file with the IRS within 5 to 10 business days. IRS Tax Return Transcripts cannot be sent to an address other than the one on file with the IRS.
4. Once received, deliver the Tax Return Transcript to the Financial Aid Office.

If you are unable to obtain a transcript online or via telephone, please mail in or fax form 4506-T found here:

<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>, or submit a signed copy of your signed 1040 Tax Return to the Financial Aid Office in lieu of the IRS Tax Return Transcript.