

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

Request Tax Return Transcripts from the IRS

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 LTC by the IRS. When using these options, the applicant obtains printed Tax Return Transcripts and **must provide a copy to an LTC financial aid officer**.

1. Telephone Request:

- a. Call the IRS at 1-800-908-9946.
- b. Tax filers must follow prompts to enter information.
- c. Select **Option 2** to request an **IRS Tax Return Transcript** and then enter the appropriate tax year.
- d. Once validated, tax filers can expect to receive a printed IRS Tax Return Transcript within 5 to 10 days.

2. Online Request:

- a. Go to **www.irs.gov** and select **Get a Tax Transcript** from the **Tools** menu
- b. Select **Get Transcript by Mail** option
- c. Enter required personal information
- d. Once request is submitted, tax filers can expect to receive a printed IRS Tax Return Transcript within 5 to 10 days.

***The IRS Data Retrieval Tool will remain unavailable until further notice. We regret any inconvenience.

<https://studentaid.ed.gov/sa/about/announcements/irs-drt-unavailable>

<https://www.irs.gov/individuals/irs-offers-help-to-students-families-to-get-tax-information-for-student-financial-aid-applications>

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