Requesting a Tax Transcript from the IRS
(Frequently Asked Questions)

Q. Why must I request a tax transcript?

A. If an applicant does not use the IRS Data Retrieval Tool and the applicant's FAFSA is selected for verification, the applicant will be required to provide New River Community College with an official tax transcript that the applicant requests and receives directly from the Internal Revenue Service (IRS).

Q. Why can’t I just give you a photocopy of my federal income tax return?

A. It is no longer sufficient to provide a photocopy of the federal income tax return. The US Department of Education is requiring applicants to provide a copy of their federal income tax returns directly from the IRS to prevent fraud. In the past, some applicants have supplied false copies of their federal income tax returns during verification.

Q. How do I get a tax transcript from the IRS?

A. Go to http://www.irs.gov/Individuals/Get-Transcript - Get Transcript by Mail. You will need your Social Security number (SSN) or your Individual Tax Identification Number (ITIN), date of birth, and address from your latest tax return.

If you are unable to use Get Transcript by Mail, you may try the IRS automated phone transcript service at 1-800-908-9946 to receive your transcript by mail. Please allow 5 to 10 calendar days for delivery.

Please note that if you filed your federal tax return online, it may take up to three weeks from the time that you filed before your tax transcript is available.

Q. Where should I have the transcript sent?

A. Tax transcripts should be sent to the home address listed on your tax return. You should bring your tax transcript to your campus financial aid office as soon as it arrives at your home. Do not request that your transcript be sent directly to Community College.

Q. How long will it take for my tax transcript to arrive?

A. According to the IRS, it should take 5 to 10 days for delivery if the request is made online or by telephone.

Q. Is there a fee for a tax transcript?

A. There is no fee for requesting a tax transcript.

Q. What if my address has changed since I filed my tax return?

A. The IRS cannot process your request online if you need transcripts mailed to an address other than the one they have on file for you. You may call 1-800-908-9946 for assistance, or complete and mail Form 4506-T to the IRS. Please note that this may take up to 30 days for processing.