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|  | <b>Tax Return Transcript<br/>Information &amp; Instructions</b> | Office of Student Financial Aid<br>1021 Dulaney Valley Road<br>Baltimore, Maryland 21204-2794<br>P: 410-337-6141<br>F: 410-337-6504<br>E: <a href="mailto:finaid@goucher.edu">finaid@goucher.edu</a> |
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In certain situations, a tax transcript may be required for a student's financial aid process. Transcripts may be ordered for free from the IRS. The most convenient way to order a transcript is online.

## Important Tips

### Know the Correct Type of Transcript and Tax Year

A **Tax RETURN Transcript** is the required document. A tax ACCOUNT transcript is usually only required for individuals who have amended their return. The tax year needed is the *base year* (also referred to as "Prior Prior Year") for the FAFSA application. For example, a **2016 tax return transcript is required for the 2018-2019 FAFSA**. We may also request a 2017 Tax Return Transcript for special circumstances. 2017 transcripts should be available about 3 weeks after you electronically file, or 8-11 weeks after you file by mail. *If you are unsure which transcript or year is required, please [contact our office](#).*

### Online - Go to: <http://www.irs.gov/Individuals/Get-Transcript>

If available, please use the "**Get Transcript ONLINE**" option to view, print, or download your transcript immediately. It does require you to create a secure user account at the IRS web page. Please see the "What You Need" section under the "Get Transcript ONLINE" button.

The "**Get Transcript by MAIL**" option is a more streamlined process. Your transcript will be mailed to you within 5-10 business days and you may then submit it to our office. **If you have moved since you filed your taxes, you may want to use IRS Form 4506-T instead.**

### By Phone – Call this IRS number: 1-800-908-9946

Follow the prompts to provide your social security number, date of birth, and address information as requested. Your transcript will be mailed to you within 5-10 business days and you may then submit it to our office. **If you have moved since you filed your taxes, you may want to use the Get Transcript ONLINE option or IRS Form 4506-T instead.**

### Use IRS Form 4506-T

Check box #6a: "Return Transcript." Enter the end date of the year requested. (For 2016: 12/31/2016.) **Please DO NOT use section 5 to request that the transcript be sent to Goucher College. This will cause significant delays in receipt, and it may not get properly connected to the student's record.** This form should be *submitted directly to the IRS*, and you should receive the transcript by mail in 2-3 weeks.

### Victims of Identity Theft

Call the IRS Identity Protection Specialized Unit (IPSU) at 1-800-908-4490, and request an alternate transcript called a "Transcript DataBase View" or TRDBV.