

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 quickest way to order a transcript is online.

At this time (as of April 15, 2020), the IRS is only processing transcript requests online or by using form 4506-T.

Important Tips

Know the Correct Type of Transcript and Tax Year

A **Tax RETURN Transcript** is almost always 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 **2020 tax return transcript is required for the 2022-2023 FAFSA**. In some cases, a 2021 Tax Return Transcript is requested **for special circumstances**. 2021 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>

You should be able 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.

Use IRS Form 4506-T

Check box #6a: "Return Transcript." Enter the end date of the year requested. **Please make sure you check the box indicating you have the authority to sign the form.** This form should be *submitted directly to the IRS*, and you should receive the transcript by mail in 2-3 weeks.

If you require additional assistance, please contact us at finaid@goucher.edu.