

## How to Get Different Types of Transcripts from the IRS

Verification is the federal requirement that schools must verify certain information provided on the Free Application for Federal Student Aid (FAFSA) before a student can potentially be awarded financial aid. You may need to submit some of the following documents to verify the financial information you and/or your parents reported on the FAFSA.

### 1. [Tax Return Transcript:](#)

The Tax Return Transcript shows most line items including your adjusted gross income (AGI) from your original tax return (Form 1040) as filed, along with any forms and schedules. It does not show changes made after you filed your original return. If you are selected for verification and you were not able to use the IRS Data Retrieval Tool on your FAFSA, you may need to submit a Tax Return Transcript for the verification process.

### 2. [Tax Account Transcript:](#)

The Tax Account Transcript shows basic data such as the type of tax return filed, marital status, adjusted gross income, taxable income and all payment types. It also shows changes made after you filed your original return.

### 3. [Record of Account Transcript:](#)

The Record of Account Transcript combines the tax return and tax account transcripts into one complete transcript.

### 4. [Wage and Income Transcript:](#)

The Wage and Income Transcript shows data received by the IRS from Forms W-2, 1099, 1098, 5498, and IRA contribution information, etc.

### 5. [Verification of Non-Filing Letter:](#)

The Verification of Non-Filing Letter provides proof that the IRS has no record of a filed federal tax return for the year you requested. It does not indicate whether you were required to file a return for that year.

## How Can I Get Transcripts?

**Option 1:** Go to <https://www.irs.gov/> and click “Get Your Tax Record”. Two options are available. You may click “Get Transcript ONLINE” to immediately access a PDF version after creating an account and verifying your identity.

<div data-bbox="115 1354 451 1423" style="background-color: #0070c0; color: white; padding: 5px; text-align: center; font-weight: bold;">Get Transcript Online</div> <p>What You Need</p> <p>To register and use this service, you need:</p> <ul style="list-style-type: none"> <li>your <a href="#">SSN</a>, date of birth, filing status and mailing address from latest tax return,</li> <li>access to your email account,</li> <li>your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and</li> <li>a mobile phone with your name on the account.</li> </ul> <p>What You Get</p> <ul style="list-style-type: none"> <li>All <a href="#">transcript types</a> are available online</li> <li>View, print or download your transcript</li> <li>Username and password to return later</li> </ul>	<div data-bbox="837 1354 1166 1423" style="background-color: #0070c0; color: white; padding: 5px; text-align: center; font-weight: bold;">Get Transcript by Mail</div> <p>What You Need</p> <p>To use this service, you need your:</p> <ul style="list-style-type: none"> <li><a href="#">SSN</a> or <a href="#">Individual Tax Identification Number (ITIN)</a>,</li> <li>date of birth, and</li> <li>mailing address from your latest tax return.</li> </ul> <p>What You Get</p> <ul style="list-style-type: none"> <li>Return or Account <a href="#">transcript types</a> delivered by mail</li> <li>Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you</li> </ul>
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**IMPORTANT:** You can obtain ALL 5 TYPES OF TRANSCRIPTS using the online option.

**Option 2:** If you are unable to register or prefer not to use the "Get Transcript Online" option, you may ONLY order a Tax Return Transcript and/or Tax Account Transcript using the "Get Transcript by Mail" option or by calling the IRS at 800-908-9946. Please allow 5 to 10 calendar days for delivery to the address the IRS has on file for you.

**Option 3:** You may also request ALL 5 TYPES OF TRANSCRIPTS listed on the IRS Form 4506-T by faxing or mailing [Form 4506-T, Request for Transcript of Tax Return](#) as instructed on the form: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

**IMPORTANT:** Effective July 1, 2019, tax filers can no longer use Form 4506-T to request tax transcripts to be sent directly to third parties. However, you may still use IRS Form 4506-T to have your tax transcript sent to you and then you may share the transcript with a third party if you wish.

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### How Can I Submit the Transcript for Financial Aid Verification?

Step 1: Download the Transcript and save it as a PDF on your computer if you requested it online. If you ordered the Tax Return Transcript and/or Tax Account Transcript by mail, scan it and save it to your computer as a PDF once you receive it.

**IMPORTANT:** Delete the PDF after uploading it to the Verification Gateway website if you are using a public computer.

If you do not have a scanner at home, please check below additional options to scan documents:

- Use an iPhone, iPad, or iPod touch, to scan documents and add an electronic signature with "Notes" as explained at <https://support.apple.com/en-us/HT210336>.
- Android users may scan documents as a PDF with Google Drive as explained at <https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en&oco=0>.
- Take a photo of the document and upload it. The photo must be clear and show the complete document.

Step 2: Upload the documents to Inceptia's Verification Gateway website for the verification process.

For 2021-2022, upload the documents at [www.verificationgateway.org/nova2022](http://www.verificationgateway.org/nova2022) and call 1-888-374-8427 if you have any questions.

For 2022-2023, upload the documents at [www.verificationgateway.org/nova2023](http://www.verificationgateway.org/nova2023) and call 1-888-374-8427 if you have any questions.

Step 3: Allow up to 7 business days for the documents to be reviewed and for your verification account to be updated. Eligible students can expect to be offered a financial aid award within about two weeks after completing verification (beginning in March for the upcoming academic year).