



APPLYING FOR

Educational Financial Aid



The Internal Revenue Service (IRS) partnered with the Department of Education (ED) to simplify the online process to apply for Free Application for Federal Student Aid (FAFSA) and Income Driven Repayment (IDR) plans by providing the limited tax information necessary to verify income for these programs directly to ED. Additional information is found on [Tax information for federal student aid applications](#). For assistance with FAFSA, visit [Contact Us | Federal Student Aid](#) or call 800-433-3243.

FOR A TAX TRANSCRIPT

When there is a need for a tax transcript, refer to [Get your tax records and transcripts](#) for the various methods to obtain transcripts, as also listed below. All transcripts are free of charge. Descriptions of the transcripts are found on [Transcript types for individuals and ways to order them](#).

- **Individual Online Account:** View online, save, and print all transcript types. This is the quickest way to obtain a transcript.
- **Get Transcript by Mail:** Order tax return and tax account transcripts to be mailed to the address the IRS has on file. Transcripts should be received within 5-10 calendar days.
- The Automated Phone Transcript Service: Order tax return and tax account transcripts to be mailed to the address the IRS has on file. The telephone number is 800-908-9946. Transcripts should be received within 5-10 calendar days.
- **Form 4506-T, Request for Transcript of Tax Return:** Order all transcript types to be mailed to you. Refer to the form for how to complete and submit as well as the processing time.

FOR A COPY OF A TAX RETURN

When needing a copy of the actual tax return, submit [Form 4506, Request for Copy of Tax Return](#). Refer to the form for how to complete and submit as well as the processing time and fee.

All forms can be downloaded from www.irs.gov or by calling 800-829-3676.

