



2015-2016 IRS Tax Return Transcript Request Instructions

Your application was selected for review in a process called “Verification.” Schools must verify Free Application for Federal Student Aid (FAFSA) data with information provided directly from the IRS. If you or your parents have filed a 2014 U.S. Income Tax Return, you must provide an IRS tax return transcript.

*Tax transcripts for electronically filed tax returns will be available approximately three weeks after filing; transcripts for paper returns will be available in approximately 6-8 weeks.

IRS Tax Return Transcript

Tax filers can request a Tax Return Transcript from the IRS. **Please keep a copy for your records.**

1. Visit www.irs.gov.
2. Click “**Get Transcript of Your Tax Records**” located under Tools.
3. Click “**Get Transcript Online**” and follow the prompts. You will need to include your address EXACTLY as it appears on your 2014 Income Tax Return.

From here you have the option to request a transcript via PDF or order a transcript by mail. PDF versions are available immediately while transcripts sent by mail will arrive in 5 to 10 calendar days.

Telephone Request

- Call 1.800.908.9946 and follow the prompts

***When submitting the transcript to SPU please include the student’s name and SPU ID number!**