

2021-2022 | FINANCIAL AID

If you are not able to use the IRS Data Retrieval Tool (DRT) on the FAFSA application you are able to obtain a free copy of your federal tax return transcript. Below are the instructions on how to obtain a free copy of your 2019 Federal Tax Return Transcript by mail.

Step 1: Go to www.irs.gov.

Step 2: Click 'Get Your Tax Record'



Step 3: Click 'Get Transcript by Mail'

Request Online

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Request by Mail

What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

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Step 4: After reviewing the message displayed, click OK.

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

OK

Step 5: Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. The address must be entered exactly as it appears on the tax return.

Get Transcript by Mail

See our [Privacy Notice](#) regarding our request for your personal information.

All fields are required.

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

Date of Birth

MM/DD/YYYY

Street Address ?

ZIP or Postal Code ?

CONTINUE

Step 6: Click, 'Continue'.

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Step 7: Select the 'Transcript Type' and the 'Tax Year'. The type of transcript is Return Transcript and the tax year is 2019.

Get Transcript by Mail

Select Transcript Type ?

Account Transcript

Return Transcript

Select Tax Year ?

2019

2018

2017

2016

Customer File Number ?

Numeric input only (0-9)

CONTINUE

Step 8: Click, continue.

Step 9: If you have entered the information correctly, you will receive a confirmation page.

Step 10: Click, exit. Once you have received the tax return transcript by mail, put your name and Stinger ID number on the document and submit to the Financial Aid Office.