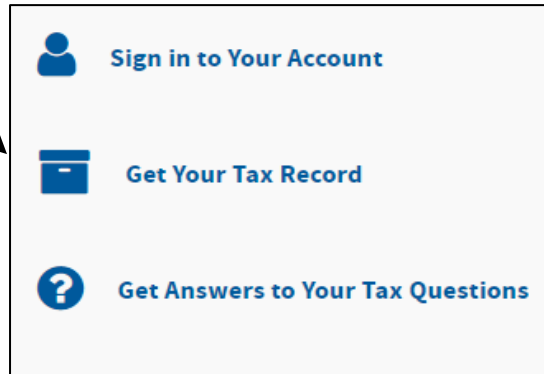


# 2023-2024 | FINANCIAL AID

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 2021 Federal Tax Return Transcript by mail.

Step 1: Go to [www.irs.gov](http://www.irs.gov).

Step 2: Click 'Get Your Tax Record'



Step 3: Click 'Get Transcript by Mail'

### Alternative to Requesting a Transcript Online

We recommend requesting a transcript online since that's the fastest method. If you can't get your transcript online, you can request a tax return or tax account transcript by mail instead.

#### What You Need

To request a transcript by mail, you need your mailing address from your latest return.

#### What You Get

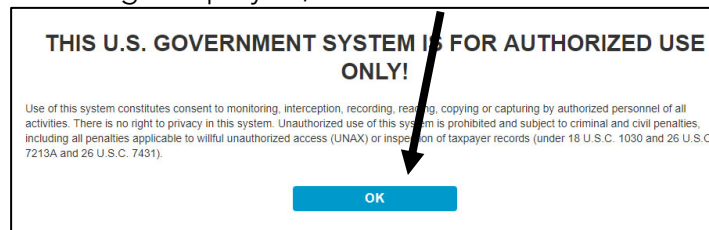
- Tax return or tax account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

You can also request a transcript by mail by calling our automated phone transcript service at [800-908-9946](tel:800-908-9946).

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Step 4: After reviewing the message displayed, click 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. Click continue.

A screenshot of a web form titled "Get Transcript by Mail". Below the title is a link: "See our [Privacy Notice](#) regarding our request for your personal information." Below that is the instruction "All fields are required." The form contains four input fields: "Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?" with a question mark icon; "Date of Birth" with the format "MM/DD/YYYY" below it; "Street Address ?" with a question mark icon; and "ZIP or Postal Code ?" with a question mark icon. At the bottom of the form is a blue button with the text "CONTINUE".

Step 6: For 'Transcript Type' select **Return Transcript** and for 'Tax Year', select **2021**. Click Continue.

Step 7: If you have entered the information correctly, you will receive a confirmation page.

Step 8: Click Exit. Once you have received the tax return transcript by mail, print your name and Stinger ID number on the document and submit to the Welcome One Stop Center.