2013 IRS Tax Return Transcript Request Instructions

Due to new Federal regulations, photocopies of tax returns can no longer be accepted. If we have requested an IRS Tax Return Transcript, the easiest way to provide your tax data is to use the IRS Data Retrieval Tool on the FAFSA website (www.fafsa.ed.gov). If this tool is used, your FAFSA will be updated and tax return transcripts will no longer be needed. If you are unable to use the IRS Data Retrieval Tool, you will need to request an IRS Tax Return Transcript through the IRS, using the following method.

Online Request

- Under the Tools section of the homepage click on “Get Transcript of Your Tax Records”
- Click on “Get Transcript ONLINE”
- Click on “Create an Account” (or click on “sign-in” if you have already created an account)
- Provide the information requested in steps 1-6

  Please note: You must enter your address exactly as it was listed on your tax return. This includes capitalization, punctuation, hyphens, etc.)

- On the Get Transcript screen, select “Higher Education/Student Aid”
- Click on “2013 Return Transcript”

  Please note: Be sure to request the Return Transcript as the Account Transcript cannot be used for verification purposes.

- Your 2013 Tax Return Transcript will be displayed on your screen ready to be printed!

Thank you,
Financial Services Staff
Jefferson Community College