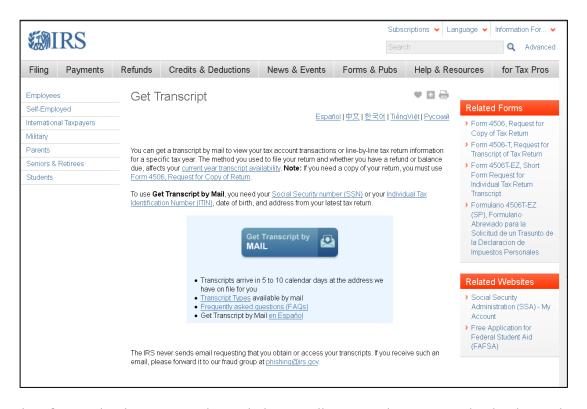# IRS TAX RETURN TRANSCRIPT

Step-by-Step Instructions for Getting your IRS Transcript Online

If IRS data is requested, students and parents who are ineligible to use the IRS data retrieval tool through the FAFSA, will need to get an IRS transcript. The tax filer should follow these steps in order to get a PDF version of their tax transcript. They would then have to either email it to fadocs@fitnyc.edu or mail it to the FIT Financial Aid Services office. **Please make sure to include your FIT ID number with paper documents submitted by mail and with PDF's submitted by email.**

- An IRS transcript can be ordered free of charge, in two ways:
  (1) Electronically, through the IRS website, www.irs.gov/Individuals/Get-Transcript, or
  (2) by printing out a paper request form, Form 4506-T, http://www.irs.gov/pub/irs-pdf/f4506t.pdf and mailing it in to the IRS.

- After filing, it takes up to three weeks for the IRS income information to be available for electronic IRS tax return filers, and up to 11 weeks for paper IRS tax return filers.

- If both a student and a parent are requested by FIT to submit their transcripts, then each must complete these steps separately. Similarly, the steps must be completed separately by a married couple, when each spouse filed their tax returns separately.

- For the majority of students it is the "IRS Tax Return Transcript" that should be ordered. The one exception is if a tax filer used an Amended Tax Return (1040X). In that case, the tax filer must order the "IRS Tax Return Transcript," as well as submit their signed Amended Tax Return (1040X).

To obtain an IRS Tax Return Transcript, go to www.irs.gov/Individuals/Get-Transcript (the 'I' in "Individuals," as well as the 'G' and the 'T' in "Get-Transcript," must be capitalized). From here you can get the transcript mailed to you by clicking on **"Get Transcript by Mail."**

Please note that if you order the transcript by mail, then it will arrive within 5 to 10 calendar days. The transcript would have to be mailed to your own address, and then submitted by you to our Financial Aid Services office at FIT. Please make a copy of the transcript, and put your FIT student ID number on the copy that is submitted.

Sending your Transcript

You can then submit this PDF to our office in either of two ways:

A. You can scan in your tax transcript and from your FIT email account, email it to fadocs@fitnyc.edu. Be sure to include your FIT ID number in the email.

B. You can also make a copy of your tax transcript, put your FIT ID number on the copy, and mail or fax the document to Financial Aid Services at:

Financial Aid Services
Fashion Institute of Technology
Room A212-A
227 West 27th Street
New York, NY 10001

Or fax it to 212-217-3561.

Please be sure to keep a copy of everything you submit to Financial Aid Services.

If you cannot complete the online order form, you may print out a copy of IRS Form 4506-T or the 4506T-EZ and mail that to the IRS. The form is located on the web at http://www.irs.gov/pub/irs-pdf/f4506t.pdf

Please note:

- **Make sure to use the Form 4506-T** and NOT the Form 4506! Form 4506 is for requesting a copy of the ORIGINAL 1040 tax return that you filled out. The original 1040 tax return will NOT satisfy the federal requirement, and additionally the service is NOT free of charge.

- **Do NOT have your transcript sent directly to us from the IRS.** If it comes to us directly, we will not be able to match up the transcript to your individual student file. Please have the transcript mailed to you. Make a copy, put your name and student ID number on every page, and deliver it to Financial Aid Services.