



FISHER COLLEGE

Office of Financial Aid

118 Beacon Street

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Web: www.fisher.edu/financial-aid

2024-2025 Instructions for Obtaining an IRS Tax Return Transcript

Students and Parents have 3 options for providing a **Tax Return Transcript** to the Office of Financial Aid:

Option #1 – Telephone Request to Receive a Copy by Mail

Please Note: Due to enhanced security measures the IRS has implemented to mask Personal Identifiable Information on Tax Return Transcripts, **you must clearly write the student's name and Fisher ID on the Tax Return Transcript.** Tax Return Transcripts submitted without the student's name or Fisher ID may be shredded if it cannot be determined which student the Tax Return Transcript belongs to.

Call the IRS at 1-800-908-9946. Follow the prompts to verify your social security number and the number in your street address. Use the automated system to request a **Tax Return Transcript** (select 'option 2', enter '2022 and press '1' to confirm the year you are requesting).

*You can expect to receive your transcript by mail (to the address on file with the IRS) within 5-10 business days from the date of your request. **Request 2 copies of your Tax Return Transcript, one for yourself and one to submit to the Office of Financial Aid.***

Option #2 – Online Request to Receive a Copy by Mail

Please Note: Due to enhanced security measures the IRS has implemented to mask Personal Identifiable Information on Tax Return Transcripts, **you must clearly write the student's name and Fisher ID on the Tax Return Transcript.** Tax Return Transcripts submitted without the student's name or Fisher ID may be shredded if it cannot be determined which student the Tax Return Transcript belongs to.

- Go to irs.gov and click **Get Your Tax Record**
- Click **Get Transcript by MAIL**
- **Enter the required information for the PRIMARY tax filer shown on your Tax Return:**
 - Social Security Number
 - Date of Birth
 - Street Address – (**you must type address exactly as it appears on your Tax Return**)
 - Zip Code
- Click **Continue**
- In the **Select Transcript Type** field, select '**Return Transcript**' and, in the '**Select Tax Year**', select '**2022**'
- Click **Continue**
- If the IRS has processed your 2022 Tax Return, a message will appear indicating your request was **accepted**.

*You can expect to receive your transcript by mail (to the address on file with the IRS) within 5-10 business days from the date of your request. **Make a copy of your Tax Return Transcript, one for yourself and one to submit to the Office of Financial Aid.***



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Option #3 – Online Request to Receive an Immediate PDF of Your Tax Return Transcript

To use the **Get Transcript Online** tool, the user must have: (1) a valid photo ID (2) access to a valid email address, (3) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (4) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).

Please Note: Due to enhanced security measures the IRS has implemented to mask Personal Identifiable Information on Tax Return Transcripts, **you must clearly write the student's name and Fisher ID on the Tax Return Transcript.** Tax Return Transcripts submitted without the student's name or Fisher ID may be shredded if it cannot be determined which student the Tax Return Transcript belongs to.

- Go to irs.gov and click **Get Your Tax Record**
- Click **Get Transcript ONLINE**
- Click **Create ID.me Account**
*If this is your first time logging into the website, follow the prompts to create an account.
- Once you create an account and you are logged in, select '**Income Verification**' as the reason you need a transcript and click '**Go**'
- In the **RETURN TRANSCRIPT** section click **2022**

*A PDF of your Tax Return Transcript will immediately appear on your screen. **Print 2 copies of your Tax Return Transcript, one for yourself and one to submit to the Office Financial Aid.***