Choose one of the options below to fulfill this request
The options are listed in order of preference, with #1 being the most preferred option

1.) ***FUTURE ACT – Direct Data Exchange (FA-DDX):*** Log into your FAFSA and use the FA-DDX to import student and parent contributor federal tax information directly from IRS.

2.) ***Tax Return Transcript:*** Visit https://www.IRS.gov/ then click "Get Your Tax Record".

Click "**Get Transcript Online**": Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." If taxpayer can be verified online by IRS, the Tax Return Transcript will be made available to print or save immediately.

User must have the following:

- Access to valid email address
- A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name
- Specific financial account numbers
  - Examples include credit card number or account number for mortgage or auto loan
- Upon successful entry of required information, the Tax Return Transcript will display online. This can be saved and printed.

If unable to obtain via the above method:

- Click "**Get Transcript by Mail"**: The requested Tax Return Transcript will be mailed to the taxpayer's home address within 10 business days from IRS's receipt of the online request. Please note, IRS will print front & back on each sheet of paper. When submitting this document to Allen's Financial Aid Office, please be sure that you submit both sides of each sheet, to avoid delays in file processing.
- **Automated Telephone Request:**
  - 1-800-908-9946. Transcript will be received via mail within 10 business days from the IRS's receipt of the telephone request.

3.) ***Local IRS Office:*** If an IRS Office is located in your area, you can:

- Call that office to verify that they offer Tax Return Transcript services.
  - If the office you have called ***does not*** offer these services, you will need to call a different nearby IRS Office or choose another option from this page.
  - If the office you have called ***does*** offer these services, you will need to schedule an appointment to go there and collect your document.

4.) ***1040:*** Provide a signed & dated copy of the requested year's 1040 tax return.

- **Student 1040**: Must be signed and dated by the student (or spouse, if applicable) ***or*** contain the tax preparer's information*.
- **Parent 1040**: Must be signed and dated by at least one parent ***or*** contain the tax preparer's information*.
  - *Tax Preparer's Information area MUST include:
    - Preparer's Social Security Number (SSN), Employer Identification Number (EIN), ***or*** Preparer Tax Identification Number (PTIN).

      AND
    - Preparer's signature
    - Preparer's stamped, typed, or printed name and address