IRS Tax Return Transcript Request Process

For the 2012-2013 award year, the Department of Education made a significant change to the verification process. Institutions are no longer recognizing personal tax returns as acceptable documentation for the verification process. According to Dear Colleague Letter GEN-11-03 issued by the Department of Education:

Since most applicants can quickly and easily access IRS data through the FAFSA-IRS Data Retrieval process, we no longer consider it reasonable for an institution to accept anything less reliable than direct IRS-supplied evidence for verification of income data. Therefore, if an applicant selected for verification has not successfully transferred information from the IRS, or one who did transfer the information but then changed it, the Department of Education expects the institution to require the applicant, and if necessary the applicant's parents, to provide an official IRS transcript of their Federal income tax information.

According to your 2012-2013 FAFSA, you have been selected by the Department of Education to complete the verification process. You are required to submit a Tax Return Transcript to the Office of Financial Aid at Walden University.

PLEASE NOTE: ***If any adjustments were made by the tax filer or the IRS after the original tax return was filed, the tax filer MUST ALSO obtain a 'TAX ACCOUNT TRANSCRIPT" in addition to a "Tax Return Transcript".***

Tax filers can request a Tax Return Transcript, FREE OF CHARGE, of their 2011 tax return from the IRS in one of three ways.

ONLINE REQUEST

- Available on the IRS Web site at www.irs.gov
- In the Tools section of the homepage, click 'Order a Return or Account Transcript"
- Click "Order a Transcript" under #3.
- Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file. If requesting a joint return, you will need to enter the information of the primary tax filer on the form.
- Click "Continue"
- In the Type of Transcript field, select 'Return Transcript" and in the Tax Year field, select "2011"
- If successfully validated, tax filers can expect to receive their paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

TELEPHONE REQUEST

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file. If requesting a joint return, you will need to enter the information of the primary tax filer on the form.
- Select "Option 2" to request an IRS Tax Return Transcript and then enter "2011".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

PAPER REQUEST FORM – IRS FORM 4506T-EZ

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is a sufficient form if only requesting an IRS Tax Return Transcript.
- Download at http://www.irs.gov/pub/irs-pdf/f4506tez.pdf
- Complete lines 1-4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the lasted tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. If you choose to have your transcript sent directly to Walden University, please enter the following information:

  Walden University
  Office of Financial Aid
  7070 Samuel Morse Road Suite 250
  Columbia, MD 21046
  1-800-925-3368

  PLEASE NOTE: Walden University may have difficulty matching a parent's incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different. This may also apply to a married applicant that files separately from their spouse since the spouse's transcript will not show the aid applicant's information. Please keep this in mind when determining whether or not to have your transcript sent to Walden University directly.

- On line 6, enter "2011" to receive IRS tax information for the 2011 tax year that is required for the 2012-2013 FAFSA.

- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their transcript within 10 business days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

AMENDED TAX RETURNS

If any adjustments were made by the tax filer or the IRS after the original tax return was filed, the tax filer MUST submit a Tax Return Transcript AND a Tax Account Transcript to the Office of Financial Aid at Walden University.

The same online and telephone request processes (use option 4 instead of 2) as listed above can be used to obtain a Tax Account Transcript.

The paper request uses a different form.

- In order to do a paper request for a Tax Account Transcript, the tax filer must fill out 4506-T instead of 4506T-EZ.
- On Line 6 of Form 4506-T, the tax filer would enter “1040” for tax form number.
- The tax filer would then check box B – Account Transcript.
- On Line 9 of Form 4506-T, the tax filer would put “2011”.
- The tax filer (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506-T to the appropriate address (or FAX number) provided on page 2 of Form 4506-T.
- Tax filers can expect to receive their transcript within 30 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506-T means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.