



**TARLETON
STATE UNIVERSITY**
Member of The Texas A&M University System

IRS 2013 TAX RETURN TRANSCRIPT Request Process

For the **Fall/Spring 2014-2015** school year

Tax filers can request a tax return transcript, **free of charge**, of their **2013 Tax Return** from the IRS in one of three ways:

ONLINE REQUEST: *(you may now download and print your Tax Return Transcript from your computer)*

- Available on the IRS website at **www.irs.gov**
- Users will need to create an account with the following information:
 - Step 1: Provide your first and last name and email address
 - Step 2: Enter email confirmation code number
 - Step 3: Provide personal information
 - Step 4: Answer additional questions
 - Step 5: Select the reason you are requesting a transcript and the tax year of the transcript you are needing *(make sure it is the **RETURN** transcript, **NOT** the **Account** transcript)*
 - Step 6: Your 2013 Tax Return Transcript will show up in a pdf format.
 - Step 7: Print your 2013 Tax Return Transcript

TELEPHONE REQUEST:

- Available from the IRS by calling **1-800-908-9946**
- Tax filers must follow the prompts to enter their Social Security Number and the numbers in their street address. Generally this will be the 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, the IRS may have the updated address on file.
- Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "**2013**"

FAFSA DATA RETRIEVAL TOOL:

- Use the Data Retrieval Tool to attach your **2013** IRS Tax Return Transcript directly to your FAFSA.