



## IRS TRANSCRIPT/RETURN REQUEST INFORMATION

Your FAFSA has been selected for verification. To complete verification, a copy of your 2021 IRS income tax transcript or signed tax return, or a verification of non-filing letter, is being requested by the financial aid office. The information below will help you to obtain the documentation you need. Please choose which delivery option works best for you. If you send a copy of your transcript, and not the original, you must make sure that all copies are complete. Transcripts are generally two-sided documents and the financial aid office needs to receive both sides of each page. Also, make sure that you clearly indicate the student's full name and Dominican ID number (if known) on each page. If you submit a copy of your tax return, please ensure that it is signed if it was self prepared and include all schedules.

The IRS offers the following documents at no charge to you. You may request either document by faxing/ mailing *IRS Form 4506-T, Request for Transcript of Tax Return* and following the instructions on the form.

- ❖ **Tax Return Transcript** - shows most line items including your **adjusted gross income (AGI)** from your original Form 1040-series tax return as filed, along with any forms and schedules. It does not show changes made after you filed your original return. This transcript is only available for the current tax year and returns processed during the prior three years. (**Note:** The secondary taxpayer on a joint return must use Get Transcript Online or Form 4506-T to request this transcript type. When using *Get Transcript* by mail or phone, the primary taxpayer on the return must make the request.)
  - ❖ Do not request an Account Transcript in place of a Tax Return Transcript as it does not contain all of the relevant tax information required by the financial aid office.
- ❖ **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you requested. It does not indicate whether you were required to file a return for that year. This letter is available after June 15 for the current tax year or anytime for the prior three tax years using Get Transcript Online or Form 4506-T. You must use Form 4506-T if you need a letter for tax years older than the prior three years.

### Ways to Get IRS Transcripts

1. Request a transcript online at <https://www.irs.gov/individuals/get-transcript> that you can view, print, and download for submission to the financial aid office.
2. Order a transcript by mail by calling 800-908-9946. Please **allow 5 to 10 calendar days** for delivery.

Please contact the Financial Aid Office using the information indicated below if you have any questions regarding this process.