



Tax Return Transcript Instructions 2023-2024

Revised: 10/17/22

What is a Tax Return Transcript?

The government selects about one-third of all FAFSA's for a process called Verification. In this process, we are required to compare information from your FAFSA with your actual tax return. This means you must obtain a Tax Return Transcript from the IRS (not a 1040 tax return). Below are instructions on how to provide a Tax Return Transcript.

What do I have to provide so my FAFSA can be verified?

- **MOST students** have to complete a Verification Worksheet. The 2023-2024 Verification Worksheet is available on our Forms page at www.sagu.edu/financialaid. You may also email us at financialaid@sagu.edu to request that a Verification Worksheet be sent to you.
- **DEPENDENT students** typically must provide income information from your and your parents' 2021 taxes. (See section below entitled "How can I provide my 2021 tax information?")
- **INDEPENDENT students** typically must provide income information from your and your spouse's 2021 taxes. (See section below entitled "How can I provide my 2021 tax information?")
- As required, the Financial Aid Office may ask you to submit other documentation.

How can I provide my 2021 tax information?

The federal government will no longer allow students to submit a copy of their IRS Form 1040 for verification. **There are only two acceptable methods to provide tax information.**

Option #1 (Preferred Method)—IRS Tax Retrieval Process: When completing the income sections of the FAFSA, the applicant is given the option to have tax return data retrieved directly from the IRS. If a student uses the IRS Tax Retrieval process, they will not have to provide any additional information from their taxes. In order to use the IRS Tax Retrieval process, the applicant must have a 2021 tax return on file with the IRS.

Option #2—Request a Tax Return Transcript from the IRS: Students that are unable to use the IRS Tax Retrieval process must contact the IRS directly to request a "Tax Return Transcript." (See instructions below.)

How to Request a 2021 IRS Tax Return Transcript:

- **ONLINE:** Students may order a Tax Return Transcript Online at <http://www.irs.gov/Individuals/Order-a-Transcript>. You have the option get your transcript online or get it by mail. Please choose the online option as you will be able to receive an electronic version of your IRS Tax Return Transcript immediately after creating an account. Dependent students should make sure to request a Tax Transcript for both the student and their parents. **If the online option does not work, then you can request that a paper tax return transcript be mailed to you.**
- **PHONE:** Call 1-800-908-9946 to order a tax return transcript through the IRS automated service.
- **IRS FORM 4506-T:** Students may order a Tax Return Transcript by completing Form 4506-T which is available online at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

You can submit an IRS Tax Return Transcript, Verification Worksheet, and any other required documents via:

Mail: SAGU Financial Aid, 1200 Sycamore St, Waxahachie, TX 75165, **Fax:** (972)923-8143, or **Email:** financialaid@sagu.edu