

IRS Data Retrieval Tool and IRS Tax Return Transcripts

Federal IRS Data Retrieval on FAFSA on the Web-RECOMMENDED

The IRS Data Retrieval Tool (IRS DRT) allows 2021 federal income tax information to be transferred from the IRS directly into the 2023-2024 FAFSA. This option will streamline and expedite the processing of financial aid and simplify completion of the FAFSA.

Federal Tax Return Transcript

If the IRS Data Retrieval Tool cannot be used and you are selected to provide verification documents, it will be necessary to obtain an official 2021 Tax Return Transcript from the IRS

To order a paper Tax Return Transcript, please read the instructions below.

Online Request:

- Available on the IRS website at <https://www.irs.gov/Individuals/Get-Transcript>
- Select “Get Transcript By Mail” and follow the instructions below:
 - 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.
 - Select “Return Transcript” and select “2021” in the tax year field for the 2023-24 FAFSA/academic year)
 - If successfully validated, tax filers can expect to receive a paper IRS Tax Return transcript at the address included in their online request within 5 to 10 business days from the time of request.

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 field. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address.
- Select “Option 2” to request an IRS Tax Return Transcript and then enter “2021” for the 2023-24 Financial Aid Application Year.
- 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 – 10 business days from the time the IRS receives the request.

Once the student receives the IRS Tax Return Transcript(s), the document may be submitted to:

Office of Student Financial Services.
190 Prospect Ave
Elmhurst, IL 60126
E-mail: SFS@elmhurst.edu
Fax: 630-617-3487