



# TOCCOA FALLS COLLEGE

## Office of Financial Aid

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### **IRS Tax Return Transcript**

You can obtain the required documentation through one of the five options below. Once you have the necessary document, you can upload it to the [TFC Financial Aid Portal](#).

#### **Option 1: Submit a Copy of Your 1040 Form**

Your 1040 should be included in your tax paperwork from 2022. You can see what the 1040 looks like [here](#). Below are some guidelines to keep in mind when submitting your 1040:

- For the 2024-25 academic year, we're required to verify 2022 tax information, so please submit your 2022 Federal Tax Return.
- If your tax return is accompanied by a Schedule 1, 2, or 3, please submit those along with your return
- Tax returns must be signed by the filer or have the preparer's PTIN/EIN to be accepted
  - Please sign with a wet or drawn signature (we cannot accept typed signatures)
- Please ensure that the return is clear enough to read and that no information is cut off.

#### **Option 2: Get Transcript Online**

- Go to <https://www.irs.gov/>
- Click "Get Your Tax Record"
- Click "Get Transcript Online"
- Follow the steps on the screen to either create your account or to login to your existing account

Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript displays online upon successful completion of the IRS's two-step authentication

#### **Option 3: Get Transcript by Mail**

- Go to <https://www.irs.gov/>
- Click "Get Your Tax Record"
- Click "Get Transcript by Mail"
- Fill in the required information

Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

#### **Option 4: Automated Telephone Request**

Call 1-800-908-9946 and follow all instructions. The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

#### **Option 5: Paper Request Form**

Complete the IRS Form 4506T-EZ or IRS Form 4506-T found at <https://www.irs.gov/>. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If you have any questions, feel free to call or email us (*see top of page*). If you would prefer, you can also schedule a Zoom meeting, in person meeting, or phone call with a member of our Financial Aid Team at <https://calendly.com/tfc-financial-aid/>.