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## 2022-2023 INSTRUCTIONS FOR FEDERAL TAX TRANSCRIPT

### Getting Your 2020 Federal Tax Transcript Information for the 2022-23 FAFSA

If you're filing a 2022-23 Free Application for Federal Student Aid (FAFSA) form, you must use federal tax information from your 2020 tax return. You can do this by using the IRS Data Retrieval Tool (DRT) or by referring to a copy of your 2020 federal tax return. Always retain a copy of your tax return, either electronically or on paper, and keep it in a secure place.

Alert: DO NOT use the IRS DRT if any of the following exceptions apply to you:

1. You filed your 2020 tax return reporting the full amount of unemployment compensation and didn't exclude any of this amount from your income as authorized by the [American Rescue Plan Act \(ARPA\) of 2021](#). Instead, review the [unemployment exclusion FAQ](#).
2. You used the [Child Tax Credit Non-Filer Sign-up Tool](#) in 2021 and later filed a paper tax return to report income. Instead, call the IRS at [800-829-1040](#) to obtain a transcript.

If the above exceptions do not apply, you may use the IRS DRT.

#### **If you need a transcript of your tax return, here are some options:**

1. Download your tax transcript at [Get Transcript Online](#). Review the identity authentication [requirements](#) before attempting to register.
2. Use [Get Transcript by Mail](#) and a transcript will be mailed to the address we have on file for you within five to ten calendar days.
3. Call our automated line at [800-908-9946](#) and a transcript will be mailed to the address we have on file for you within five to ten calendar days.
4. Submit [Form 4506-T, Request for Transcript of Tax Return](#), by mail or fax. Most transcript requests are processed within ten business days and then mailed.

If you need a copy of the complete tax return you submitted, here are some options:

1. Access the tax software product used to prepare and file your 2020 return to download/print a copy.
2. Contact the tax preparer who filed your 2020 return.
3. Submit [Form 4506, Request for Copy of Tax Return](#), by mail. Refer to the form for applicable fee(s) and processing [timeframes](#).