



JOHN A. LOGAN COLLEGE
Financial Aid Office
700 Logan College Drive
Carterville, IL 62918

2024-2025 INSTRUCTIONS FOR
FEDERAL TAX TRANSCRIPT

Getting Your 2022 Federal Tax Transcript Information for the 2024-25 FAFSA

If you're filing a 2024-25 Free Application for Federal Student Aid (FAFSA) form, you must use federal tax information from your 2022 tax return. As part of federal student aid eligibility, students, parents and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student/parent and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS.

If 2022 income tax return information for the student/parent (or spouse, if applicable) was not available or could not be used, the student/parent (or spouse if applicable) should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

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

1. Get Transcript by Mail – Go to www.irs.gov. click “Get Your Tax Record.” Click “Get Transcript by Mail.” Fill in your information, then click “continue”. Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” Select the year of the transcript you are requesting then click “continue.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
2. You may use the Get Transcript Online tool. To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
3. Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
4. Paper Request Form – Complete and submit the IRS [Form 4506-T](#). The Transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

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 2022 return to download/print a copy.
2. Contact the tax preparer who filed your 2022 return.

If you need assistance with obtaining your Federal Tax Transcript, call the Financial Aid Office at 618-985-2828, ext. 8308 or stop by the Financial Aid Office located at C210. The Financial Aid Office can help you complete any forms or fax the 4506-T to request your Federal Tax Transcript.