



WEST LIBERTY UNIVERSITY

Office of Financial Aid
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IRS Tax Return Transcript Request Process

West Liberty University's Office of Financial Aid recommends that Students and Contributors provide consent and approval to the access, disclosure, and use of Federal Tax Information (FTI) when completing the 2024-2025 FAFSA form. By allowing consent, the FUTURE Act Direct Data Exchange (FA-DDX) is able to establish a secure connection between Federal Student Aid (FSA) and the IRS to ensure the most accurate information is reported on the Student's FAFSA.

If the information collected from the FA-DDX is successfully used and no data elements are changed, the Office of Financial Aid should not need to collect a Tax Return Transcript from the student and/or contributor. However, in some limited circumstances, students and/or contributors may find that even after the consent and approval, the attempt to obtain tax related data may be ineffective.

In the event that an **IRS Tax Return Transcript** is requested, tax filers may request their **2022 tax return**, free of charge, from the IRS in one of three ways: Online (PDF version or mail request), telephone, or paper request form. If you need assistance with this process, please contact the IRS at 800-829-1040.

Note: the Office of Financial Aid cannot accept Account Transcripts.

How Do I obtain a 2022 IRS Tax Return Transcript?

Online- PDF

Go <http://www.irs.gov>, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must sign in with ID.me or create a new account with ID.me. The user must also have (1) access to a valid email address, (2) a text-enabled mobile phone, 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 is displayed online in a PDF format upon successful completion of the IRS's two-step authentication. Once open, the student or contributor can download, save, or print out the 2022 Tax Return Transcript.

Online- By Mail

Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." 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.

Phone-

Call 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

Paper Request-

Complete IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Please include the student ID on all pages of the Tax Return Transcript before providing a copy to our office.