



Instructions for Requesting IRS Tax Return Transcripts

Eastern WV CTC
316 Eastern Drive

IRS Data Retrieval Tool (DRT) 4.3 (Too) 5 (Too) 4 17.15-84.3 (ToM) 91.325 3.81.32

- 4) Follow the instructions to determine if eligible to use the IRS Data Retrieval Tool
- 5) If eligible, transfer 2020 IRS tax information into the FAFSA.

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- Click "Get Transcript by Mail"
- Complete the required fields and click "continue"
- Choose "Return Transcript" under "Type of Transcript"
- Choose "2020" under "Tax Year" and click "continue"
- You should receive a message saying your tax return will be mailed in 5-10 days.
- Parents or students who filed "married filing jointly" must make the online mail request under the SSN and birth date of the primary taxpayer.

2) Get Transcript Online

- Available on the IRS Web site at: <https://www.irs.gov/individuals/get-transcript>
- Click "Get Transcript Online"
- To register and use this service you need:
 - your SSN, date of birth, filing status and mailing address from latest tax return,
 - access to your email account,
 - your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
 - a mobile phone with your name on the account.
- Once account registration is complete a PDF file of your Tax Return Transcript will be able to display.
- Print this document and sign it.

3) Telephone Request

- Available from the IRS by calling 1-800-908-9946
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