

IRS Tax Return Transcript Request Process

Tax filers can request a Tax Return Transcript, free of charge, of their 2013 tax return from the IRS

Online Tax Return Transcript:

- Go to IRS Web site at: <http://www.irs.gov/Individuals/Get-Transcript>
- You will be asked to provide authentication information to ensure that you and only you can get your tax transcript. (PLEASE NOTE: Enter the primary tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file). After user authentication, you or your parents will provide the reason for the request. To verify information in your 2014-15 FAFSA, you should request the tax transcript for 2013. Your transcript will then be displayed so you can save a copy on your computer. You can then mail, email or fax the transcript (all pages) to our office.

Amended Tax Return Filers ONLY:

- Go to IRS Web site at: <http://www.irs.gov/Individuals/Get-Transcript>
- Request a Tax Return Transcript AND a Tax Account Transcript for the 2013 tax year.
- Submit a signed copy of the 2013 1040X, that was filed with the IRS, to our office.
- You can then mail, email or fax the transcripts (all pages) to our office.

Mailing Address	Email Address	Fax Number
Salisbury University 1101 Camden Avenue Salisbury, MD 21801 Attn: Financial Aid Office	finaid@salisbury.edu	410-543-6138