



## How to Request an IRS Tax Return Transcript

- Request On-Line at the Internal Revenue Service (IRS) website:  
[www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript)

**Get Transcript Online**

- ✓ Click on:
- ✓ Select: First time user or Returning Users
- ✓ Register to access the IRS service or log in (Follow all instructions)
- ✓ Ensure you request an “IRS Tax Transcript” for 2021
- ✓ Follow all instructions to download a PDF of your IRS Tax Transcript

**Get Transcript by Mail**

*Paper request transcripts  
arrive in 5-10 calendar  
days at the address.*

**OR**

- Call the Internal Revenue Service (IRS) toll free number: 800-908-9946  
Select: option 2 and enter the correct tax year (2021)

**OR**

- Obtain form 4506-T or form 4506T-EZ online and mail to Internal Revenue Service (IRS):  
Form 4506-T: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>  
Form 4506T-EZ: <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

Form: 4506-T Fax Number:  
855-821-0094

Form 4506T-EZ Fax Number:  
855-821-0094

**OR**

- Follow the instructions below to use the online IRS Data Retrieval Tool- (DRT) (**Highly Recommended**)
  - ✓ Go to FAFSA at: [www.fafsa.gov](http://www.fafsa.gov)
  - ✓ Select make FAFSA Corrections
  - ✓ **Enter your (the student's) FSA ID (login)**
  - ✓ Navigate to the “financial information tab”
  - ✓ Select already completed my tax return
  - ✓ Click **Link To IRS** and follow directions
  - ✓ Complete these steps for students and parent(s), if applicable
  - ✓ Your FAFSA will be saved and you will be transferred to the IRS Web site.
  - ✓ Click “transfer now” once your IRS data appears, tax information will be marked with “Transferred from the IRS.”
  - ✓ Return to the FAFSA, sign and re-submit your FAFSA

**NOTE:** We can also accept a signed copy of the 2021 1040 tax returns or the 2021 IRS tax return transcript.

For additional information contact the Financial Aid office at: 516-323-4200 or email: [Financialaid@molloy.edu](mailto:Financialaid@molloy.edu)