**NSCC Recommended Methods to Obtain 2012 IRS Tax Transcripts**

**Method #1: Use the “IRS Data Retrieval Tool” in FAFSA**
(If you are aware that taxes were filed as “Head of Household”, “Married Filing Separately”, or “Amended”, OR if you filed in the last 2-3 weeks, you cannot use IRS Data Retrieval and must skip to Method #2).

1. Log into the 2013-14 FAFSA (www.fafsa.gov) and click the small blue link toward the bottom of the page that says “Make FAFSA Corrections”. You’ll have to enter your PIN number and a password to continue.

2. You’ll be taken to an “Introduction Page”. Click on the “Financial Information” tab in the top section.

3. In the top drop-down box, indicate “Already Completed” if you’ve completed your 2012 taxes.

4. Check off any boxes that are accurate. If you’re not sure, click “no”. You should see a new box pop up that says “Link to the IRS”. Click on it.

5. A window will tell you’re leaving “FAFSA on the Web”. Click “OK”.

6. Now you’re in the IRS website. Click “OK”.

7. Make sure every section on this online form is complete and must exactly match the information you provided on your 2012 Tax Return form. It’s also Case Sensitive, and must match the CASE used on your tax form. Then click “Submit”.

8. If it works, you should see a chart of your tax information and the matching FAFSA questions. Click on the below box indicating “Transfer My Tax Information Into the FAFSA”, then click “Transfer Now”.

If any of these statements apply to the filer, IRS Data Retrieval cannot be used and Method #2 is recommended.
Method #2: Request a copy online
(This can take up to 2-3 weeks to receive in the mail)

2. Under the Tools section of the homepage click “Order a Return or Account Transcript”
3. Review steps 1-3 and then click “Order a Transcript”
4. Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code exactly as it was entered on your tax return. If you’ve moved and an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
5. Click “Continue”
6. In the Type of Transcript field, select “Return Transcript” and in the Tax Year field, select “2012”.
7. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 2-3 weeks.

• IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Method #3: Request a copy over the phone
(This can take up to 2-3 weeks to receive in the mail)

1. Call the IRS at 1-800-908-9946
2. Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street 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.
3. Select “Option 2” to request an IRS Tax Return Transcript and then enter “2012”.
4. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 2-3 weeks.

• IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Method #4: Go in person to the nearest IRS office with a picture ID to ask for a copy of your 2012 TAX RETURN TRANSCRIPT
(If your parents’ tax transcript is requested, they must go in person themselves to request it)

<table>
<thead>
<tr>
<th>City</th>
<th>Street Address</th>
<th>Days/Hours of Service</th>
<th>Telephone*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston</td>
<td>JFK Federal Building</td>
<td>Monday-Friday - 8:30 a.m. - 4:30 p.m.</td>
<td>(617) 316-2850</td>
</tr>
<tr>
<td></td>
<td>15 New Sudbury St.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stoneham</td>
<td>1 Montvale Ave. Stoneham, MA 02180</td>
<td>Monday-Friday - 8:30 a.m. - 4:30 p.m.</td>
<td>(781) 835-4350</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Closed for lunch 1:00 p.m. - 2:00 p.m.)</td>
<td></td>
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Services Provided