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## **Tax Return Transcript Requirements**

**The IRS Data Retrieval Tool (DRT)** is the preferred method for collecting tax information. The FAFSA application will ask for details about the tax filer to determine if the DRT will be accessible. If the DRT is used successfully, applicants selected for verification will not be required to provide a physical copy of their Tax Return Transcript.

If you are unable to utilize the DRT by way of the FAFSA, tax filers can request Federal IRS Tax Return Transcripts free of charge by doing one of the following:

An **IRS Tax Return Transcript** may be obtained through:

- **Get Transcript Online** – Go to [www.irs.gov](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 have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, 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 displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Get Transcript by Mail** – Go to [www.irs.gov](http://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.
- **Paper Request Form** – 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.

Upon receipt of your tax transcript(s), for privacy, Applicants may upload your documents [here](#). Current and returning Students may upload your documents [here](#).

**Note:** Tax Transcripts CANNOT be sent directly from the IRS to a third party, such as CSU. If requesting a Tax Transcript, please make sure that document is sent to you directly, then you may send it to CSU using the links above.

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## **COLUMBIA SOUTHERN UNIVERSITY**