

**OKLAHOMA CITY COMMUNITY COLLEGE  
FINANCIAL AID OFFICE FACT SHEET FOR  
IRS DATA RETRIEVAL PROCESS AND  
IRS TAX RETURN TRANSCRIPT REQUEST  
2013-2014**

**IRS DATA RETRIEVAL:** Students and parents of dependent student applicants for Federal Title IV financial assistance may qualify effective 2-3-13 to have tax return data necessary to complete income and tax paid verification items transferred to the FASFA insuring accuracy of these items. Allow two weeks after you file the tax return before you submit the FASFA. IRS Data Retrieval will enable the Financial Aid Office to more efficiently complete verification. All applicants selected for verification may be required to complete or submit additional documents.

You are not able to use the Data Retrieval Service if one or more of the following are true:

- You completed the FASFA on the web then changed your information after transfer of IRS data to your FASFA.
- You and your spouse filed separate Tax returns.
- You are parents of a dependent student and you filed separate tax returns.
- You the applicant or if you are a dependent a parent has a change in marital status after the end of the tax year ending (12-31-12).
- An amended tax return is filed by an applicant, parent or applicant's spouse.

**TAX TRANSCRIPT:**

Students and parents of a dependent student, who cannot use the IRS Data Retrieval option, must submit the IRS Tax Transcript to the Financial Aid Office for 2012, and all required documents required to complete verification. The OCCC Financial Aid Office will notify each applicant of specific documents required.

Tax filers can request a transcript of their 2012 Tax return from the IRS free of charge online on the IRS website at [www.irs.gov](http://www.irs.gov)

**How to request a Tax Transcript**

Tax filers can request a transcript free of charge, of their 2012 tax return from the IRS in one of three ways.



**Online**

Go to <http://www.irs.gov>

In the **Tools** section of the homepage click "Order a Return or Account Transcript." then click "**Order a transcript**"

Enter the tax filer's **Social Security Number, date of birth, street address and zip or postal code. This should be the exact address used on the latest tax return filed.**

After you finish entering the information, click "**continue**"

In the Type of Transcript field, select "**Return Transcript**" and in the tax year field select "**2012**"

\* If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.

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

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## Telephone Request

Tax filers must follow prompts to enter their social security number and the numbers in their street address. This must 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 U.S. Postal Service, the IRS may have the updated address on file.

- IRS Tax Return Transcripts are available by calling: **1-800-908-9946**
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2012**”

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 5 to 10 days from the time the IRS receives the request.

\*\*IRS Tax Return Transcripts cannot be sent directly to a third party by the IRS.

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### Paper Request Form [IRS Form 4506T-EZ]

IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request and IRS Transcript.

**Download at:** <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

- Complete **lines 1—4**, following instructions on page 2 of the form. Note that **line 3** should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on **Line 4**. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- **Line 5** provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.

Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive Transcript or not. Some institutions may have difficulty matching a parent’s incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

- On **Line 6**, enter “**2012**” to receive IRS tax information for the 2012 tax year that is required for the 2013-2014 FAFSA.
- The tax filers(or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on **page 2** of form 4506T-EZ.

\*Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. **NOTE:** Processing Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filers that it was not able to provide the transcript.