Southeastern Illinois College
Financial Aid Office
3575 College Rd.
Harrisburg, IL 62946
Phone: (618) 252-5400 Fax: (618) 252-306
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IRS Tax Return Transcript Request Process

The best way to verify income is by using the IRS Financial Aid Direct Data Exchange (FA-DDX) tool that is part of FAFSA on the web. To use the FA-DDX, you must go to www.studentaid.gov and log in to your current FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form.

Tax filers can request a transcript, free of charge, of their tax return from the IRS using one of the following ways:

- **Get Transcript by Mail**
  - Go to 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.

- **Get Transcript Online**
  - Go to www.irs.gov
  - Click "Get Your Tax Record."
  - Click "Get Transcript Online." Make sure to request the "Return Transcript" and **not** the "Account Transcript."
  - Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the ID.me IRS Help Site.

- **Automated Telephone Request**
  - Call 1-800-908-9946.
  - Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

- **Paper Request Form**
  - Complete 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.