

**Federal Tax Return Transcript
Retrieval Instructions
2019-2020**

If you are selected for verification and filed a federal income tax return, you must provide your tax information directly from the IRS.

To Request a 2017 Federal Tax Return Transcript, free of charge:

- **Retrieve your IRS Data using your FAFSA (Preferred Method)**
 - Log in using your FSA ID at studentaid.ed.gov/fafsa
 - Select **Make FAFSA Corrections**
 - Choose the **Financial Information** tab
 - Dependent students go to the **Parent Financial Information** section, enter parent log in, click the button labeled **Link to IRS** and follow the instructions. **Be sure to click Transfer Now**
 - Go to **Student Financial Information** section, click the button labeled **Link to IRS** and follow the instructions. **Be sure to click Transfer Now**
 - Once you have successfully transferred your information to the FAFSA, continue to click the **Next** button and follow the instructions until you reach the **Sign & Submit** page

- **Requested by Lakeland's Financial Aid Office**
 - Complete [Form 4506-T Tax Return Transcript Request](#)
Submit the completed form to Lakeland's Financial Aid Office for us to request your Federal Tax Return Transcript on your behalf. Lakeland should receive the transcript within 3-5 business days.

- **Online or by Mail**
 - Go to irs.gov
 - Click on **Get Your Tax Record**
 - Click **Get Transcript Online** or **Get Transcript by Mail**
 - Follow screens/prompts to process your request
 - **Select Tax Year of 2017**

- **Telephone**
 - Call IRS at **1.800.908.9946**
 - Follow prompts to enter your **Social Security Number** and the **numbers in your street address**
 - Select **Option 2** to request the appropriate tax document and then enter **2017** for the tax year
 - If successfully validated, you can expect to receive your documentation within 5-10 business days from the time of the request

Please make sure your first and last name, and student ID number is written on each page submitted.

Complete this form and return:

By mail:
Lakeland Community College
Financial Aid Office
7700 Clocktower Drive
Kirtland, OH 44094-5198

In person:
Student Service Center
located in Building A
A-1003

By fax:
440.525.7704

By email:
finaid@lakelandcc.edu
Emails sent to our office
must be sent from student's
Lakeland email.