

**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.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

➤ **Online**

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

Please make sure the student's first and last name and Lakeland ID number is written on each page when submitting the Federal Tax Return Transcript.

Documents may be returned:*

By mail:

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

By fax:

440.525.7704

By [Secure Upload](#)

****Please do not send documents through email as it is not a secure format.***