

**Federal Tax Return Transcript  
Retrieval Instructions  
2022-2023**

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 2020 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](https://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
- **Mail**
  - Go to [irs.gov](https://irs.gov)
  - Select **Get Your Tax Record** from the **File** dropdown menu
  - **Get Transcript by Mail**
  - Follow prompts to enter your **Social Security Number, Date of Birth, Street Address** and **Zip**
  - **Select Tax Year of 2020**
- **Online (*first-time users will need to create an account*)**
  - Go to [irs.gov](https://irs.gov)
  - Select **Get Your Tax Record** from the **File** dropdown menu
  - Click **Get Transcript Online**
  - Select **Higher Education/Student Aid for the reason you need a transcript**
  - Under **Return Transcript** section, select **2020**
- **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 **2020** 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 the student's first and last name and Lakeland ID number is written on each page before submitting the Federal Tax Return Transcript.***

**Documents may be returned:\***

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|--|---|---|--|
| <b>By Fax:</b>                           | 440.525.7704  |   |  |
| <b>By Mail:</b>                          | Lakeland Community College  | • | 7700 Clocktower Drive • Kirtland, OH 44094-5198  |
| <b>By <a href="#">Secure Upload</a>:</b> | Visit <a href="https://lakelandcc.edu/financialaid">lakelandcc.edu/financialaid</a> | • | Under Related LINKS (right side of page), select<br>Financial Aid Documents Secure Upload link |
| <b>In Person:</b>                        | Lakeland Student Service Center   | • | located in Building A-1003   |

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