

**Federal Tax Return Transcript
Retrieval Instructions
2023-2024**

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 2021 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 Corrections**
 - Choose the **Financial Information** tab
 - Dependent students go to the **Parent Financials** 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 Financials** 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 (*first-time users will need to create an ID.me account*)**
 - Go to 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 **2021**
- **Mail**
 - Go to 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 **Return Transcript** as **Transcript Type**
 - Select **Tax Year** of **2021**
- **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 **2021** 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:*

- | | | | |
|--|---|---|---|
| By Fax: | 440.525.7704 | | |
| By Mail: | Lakeland Community College | • | 7700 Clocktower Drive • Kirtland, OH 44094-5198 |
| By Secure Upload: | Visit lakelandcc.edu/financialaid | • | Under RelatedLINKS (right side of page), select
Financial Aid Documents Secure Upload link |
| In Person: | Lakeland Student Service Center | • | located in Building A-1003 |

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