

**2022/2023 - 2020 IRS TAX RETURN TRANSCRIPT**

There are two options available for you to get your tax information to the Weatherford College Financial Aid Office:

**1 – USE THE FAFSA DATA RETRIEVAL TOOL**

Students and parents, who filed their IRS tax return, are able to transfer their information directly into their application by using the IRS Data Retrieval Tool (DRT) option on the FAFSA.

**TO USE THE IRS DATA RETRIEVAL TOOL:**

- Log into [www.fafsa.gov](http://www.fafsa.gov) to complete or correct your FAFSA by using your FSA ID
- Click on the “Financial Information” and/or “Parent Financial Information” tab at the top of the page
- Answer the questions in the first **BOX** to see if you are eligible to use the DRT
- If eligible, follow the prompts to “Link to IRS” — parent(s) will have to enter their FSA ID for their taxes
- Review the information displayed and select the “Transfer My Information into the FAFSA” option
- Once information is transferred, you **MUST** sign and submit the FAFSA again — parent(s) too, if applicable

**2 – REQUEST AN IRS TAX RETURN TRANSCRIPT**

Students and parents, who are not able to use the DRT, can submit a paper copy of **IRS Tax Return Transcript** to the Weatherford College Financial Aid Office. The Transcript must come from the IRS; a photo copy of your 1040 is not a valid verification document and will be shredded.

“**GET TRANSCRIPT ONLINE**” – view, print, or download your IRS documents online:

**Already have an IRS account:**

- Visit [www.IRS.gov](http://www.IRS.gov)
- Click “Get your Tax Record”
- Click “Get Transcript Online”
- If you are already registered with the IRS, log in using your User ID
- Select IRS document needed and the appropriate tax year

If not, set up an account by following the direction on the right

**Set up an IRS account:**

- First time uses, click on “Create Account”
- You will need: Full name, email, Birthdate, SSN, tax filing status, and mailing address from your latest tax return.
- You will also need one of the following for identification purposes: Credit card number, mortgage or home equity loan, home equity line of credit, auto loan.
- Finally, a mobile phone with your name on the account
- Once you are registered you can print any IRS tax document.

“**GET TRANSCRIPT BY MAIL**” -- Transcripts arrive in **5 to 10 calendar days** at the address the IRS has on file for you:

- Visit [www.IRS.gov](http://www.IRS.gov)
- Click “Get your Tax Record”
- Click “Get Transcript by Mail”
- You will need SSN or Individual Tax Identification Number (ITIN), date of birth, and mailing address from your latest tax return
- Select IRS document needed and the appropriate tax year

**MAIL OR FAX**

- Complete the IRS Form 4506-T (<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>)
- Check Box 6-A to request a Return Transcript
- Have the Tax Transcript mailed to your address, **not** Weatherford College

**PHONE**

- Contact the IRS directly at 1-800-908-9946 or for hearing impaired: 1-800-829-4059 (TDD)
- Live help line 1-800-829-1040 (long wait times may apply)

**IN PERSON**

- Schedule an appointment with the Fort Worth IRS Office by calling 844-545-5640; you must have exhausted all other options available to you.

**If you have amended your Taxes, you must turn in an IRS Account Transcript in addition to an IRS Tax Transcript.**

**PLEASE RETURN ALL FORMS AND DOCUMENTATION—list student’s name and Social Security Number at top of all documents**

Weatherford College Financial Aid Office  
225 College Park Drive  
Weatherford, Texas 76086

Turn in to any WC location or mail to  
WC Financial Aid Office

Phone: (817) 598-6295  
Website: [www.wc.edu/financialaid](http://www.wc.edu/financialaid)

Office Use: