

How to Request a Tax Return Transcript

A "tax return transcript" is a print-out from the IRS that contains most of the information on your tax return. Although the name is similar, it is NOT the same as the tax return that you file. A tax return transcript is provided free of charge by the IRS and can be requested online, by phone, or by mail. If you are not eligible to complete the data retrieval process in the FAFSA, or if you have tried the data retrieval process and have continued to have trouble with it, you will need to request a tax return transcript.

VERY IMPORTANT: When requesting a tax return transcript, have it sent to your address. Once you have received it, make a copy for yourself, write the student's name and CSU ID number on the original transcript (parent(s) write the student's name on your copy), and send it to the Financial Aid Office. Otherwise, we may not be able to match the transcript to the student

