

Directions for 2015 IRS Tax Filer Verification



Office of Student Financial Aid
University of Illinois at Urbana-Champaign
620 East John Street – MC 303
Champaign, IL 61820-5712
Fax (217) 265-5516 Phone (217) 333-0100

You have been asked to verify your (and/or spouse's, if the student is married) and/or your parent(s)/stepparent's 2015 federal tax filer information. Below, please see the methods for submitting 2015 tax filer information to our office.

Method #1) Request Tax Return Transcript ONLINE

- It is available on the IRS website at www.irs.gov/Individuals/Get-Transcript.
- Click "Get Transcript ONLINE" and follow the directions. Please make sure pop-up blockers have been disabled.
- First Time Users will need to Register to use this service, otherwise Returning Users should LOG IN.
- Select Higher Education/Student Aid for the reason you are requesting a transcript. Click GO.
- Under Return Transcript, click "2015."
- If your pop-up blocker is off, you will be shown a copy of your Tax Return Transcript. Print your 2015 Tax Return Transcript to submit to our office with student's name and UIN on each page.

Method #2) Request Tax Return Transcript online by MAIL

- It is available on the IRS website at www.irs.gov/Individuals/Get-Transcript.
- Click "Get Transcript by MAIL" (Click OK for Authorized Use Box).
- Enter the primary tax filer's Social Security Number (or the IRS individual taxpayer identification number), Date of Birth, Street Address, and Zip or Postal Code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed and click "Continue."
- In the Type of Transcript field, select "Return Transcript." In the Tax Year field, select "2015."
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the online request was successfully transmitted to the IRS. IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.
- If you are unable to use 'Get Transcript by MAIL' to retrieve a copy of your Tax Return Transcript – Please try the IRS automated phone transcript service at 1-800-908-9946 to receive your transcript by mail. Please allow 5-10 calendar days for delivery.

Additional information on obtaining a Tax Return Transcript is available at www.irs.gov/taxtopics/tc156.html.

NOTE: If you amended your tax return or you were a victim of identity theft in 2015 - please visit our website for directions on completing the verification process with your tax information - www.osfa.illinois.edu/process/verification-process.

Documents may be faxed to (217) 265-5516 or mailed to the address at the top of this letter. You will be able to view receipt of faxed documents online within three business days and receipt of mailed documents within one week. To check the status of submitted documents go to www.osfa.illinois.edu and click on "Check Your Status." If you have any questions, please contact a member of our counseling staff at (217) 333-0100.