

If you were unable to use the IRS Data Retrieval Tool to transfer your tax information to the FAFSA, you may use the information below to request a copy of your Return Transcript free of charge from the IRS.

If you filed an amended return, please contact our office for further instructions.

To request a copy of your IRS Transcripts, please follow these instructions:

1. Log onto www.irs.gov
2. Click "Get Your Tax Record"
3. When the 'Welcome to Get Transcript' screen appears, click "Get Transcript by Mail"
4. The 'Sign Up' screen appears with a message stating: THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY. , click "OK"
5. Enter Social Security number and date of birth of the tax filer.
6. Enter Street Address as it is on the tax return, enter zip code and click Continue
7. Use the drop down under "Type of Transcript" and select the type you need
8. Select the year under "Tax Year"
9. Click Submit

Transcript will be mailed to the address that was entered, usually within 5-10 days.

If you have moved since the filing the year requested, you will need to print a paper copy of the Form 4506-T at www.irs.gov, or request one from our office.

If completing this form, please do not use line 5 to have the transcript mailed to third party. (This is a paid service and Glenville State College does not pay for this service.) Have the transcript mailed to your present address and then send it to us via mail, fax or email. If you choose to mail the transcript you can send a copy to the following address.

Glenville State College
Financial Aid Department
200 High Street
Glenville WV 26351

Should you have any questions or need assistance with any of this, please contact the Office of Financial Aid at 304-462-4103.