

Federal Tax Return Transcripts

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. Federal regulations require that before your Federal Student Aid may be processed, you need to confirm information you, your spouse (if married) and your parent(s) reported on your FAFSA. Below are options and instructions for providing required documentation of federal tax information.

Until verification is complete, no government sponsored grants, loans or work-study may be disbursed to your student account. All estimated financial aid awards are subject to revision or cancellation if the verification process results in necessary changes to the information provided on your FAFSA. The Financial Aid Office will not be responsible for late fees incurred due to documents not submitted in a timely manner. Please contact the office at (708) 239-4872 with any questions you have regarding the verification process.

If requesting a paper Tax Return Transcript, please send a copy to the Financial Aid Office:

Trinity Christian College
Financial Aid Office
6601 W College Drive
Palos Heights, IL 60463

Fax: 708.239.4814
Email*: verification@trnty.edu

***Please use encryption to send sensitive documents via email.**

Federal Tax Transcript

Students may obtain an official 2023 IRS Tax Return Transcript from the IRS. Your Federal Tax Return Transcript will be available within 2-3 weeks after the electronic submission and acceptance, or 6-8 weeks after paper submission and acceptance, of your 2023 Federal Tax Return to the IRS.

To order a paper Tax Return Transcript, please read the instructions on the back side of this sheet.

Online Request:

- Available on the IRS website at www.irs.gov/Individuals/Get-Transcript
- Select Sign in to your online account and Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript”.
- If the above online access does not work, alternatively you can select "Get Transcript by mail", complete the required fields, and expect to receive the IRS Tax Return Transcript in 5 - 10 days.

Telephone Request:

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return field. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- Select “Option 2” to request an IRS Tax Return Transcript and then enter “2023” for the 2025-2026 Financial Aid Application Year.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return transcript at the address that was used in their telephone request within 5 – 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party (the institution) by the IRS.

Request by Mail: A 2023 Tax Return Transcript can be requested by mail or fax using IRS Form 4506-T. This form can be accessed at www.irs.gov/pub/irs-pdf/f4506t.pdf or by requesting a form from the Financial Aid Office.