

Milwaukee School of Engineering 2026-2027

Get IRS Transcript Instructions

Directions for using the FA- Direct Data Exchange Tool or requesting a Tax Return Transcript

1. The FA-DDX is available in the “Financial Information” section of the student’s FAFSA.

1. Go to <https://fafsa.ed.gov/> and select “Login.”
2. Enter the student’s FSA ID and password and select “Next.” Then select “Make FAFSA Corrections.”
3. Once you are logged in, go to the “Financial Information” section for parent and/or student.
4. Navigate to the “Provide Consent or...” screen.
5. Click the “Approve” button at the bottom of the screen.

Once the IRS data for the student and/or parent is transferred to the FAFSA, select the “Sign & Submit” tab. The FAFSA must be signed electronically with the student’s and parent’s FSA IDs and re-submitted for processing.

2. To obtain a 2024 IRS Tax Return Transcript online by download:

1. Go to www.irs.gov. Under “Tools & Applications” click on the “Get Your Tax Records” link.
2. Under “Request Online” section, click “Get Transcript Online”.
3. Sign in or create an [ID.me account](https://id.me) and follow the prompts. You will need to upload a picture of your photo ID.
4. You will be asked your reasoning for requesting a transcript. You can indicate “Higher Education/Student Aid.”
5. Please select “2024” under the **Return Transcript** section.

3. To request a 2024 IRS Tax Return Transcript online and receive via mail:

1. Go to www.irs.gov. Under “Tools & Applications” click on the “Get Your Tax Records” link.
2. Under “Alternative to Requesting Transcript Online”, select “Get Transcript by MAIL”.
3. Enter your information (Filer’s SSN, Date of Birth, Street Address and zip code)
4. Select “Return Transcript” under “type” and “2024” under “year.”
5. Once submitted, you can expect your transcript in 5-10 business days.

4. To obtain a 2024 IRS Tax Return Transcript by mail:

1. Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Print form and complete in its entirety.
2. You will be asked in Question 5 to provide a customer file number. Please use “0000+MSOE Student ID Number.”
3. You will be asked in Question 6 which type of transcript you need. Write “1040” and check “Return Transcript” in part 6a.
4. You will be asked in Question 9 which tax year you would like a transcript for. Indicate “12/31/2024”

Submit required documents to the Financial Aid Office via fax (414-277-6952), in person (CC301), mailed to our attention, or uploaded to our secure document upload at msoe.edu/finaid.

If you have any trouble with this process, feel free to call MSOE’s Financial Aid Office for help at 414-277-7223.

Additional Forms You Can Request from the IRS:

- 2024 IRS Wage and Income Transcript
- 2024 IRS Record of Account
- 2024 IRS Account Transcript
- Verification of Non-filing

Exceptions:

If you owe the IRS for your taxes, a transcript or the IRS DRT may not be available until 2-3 weeks (minimum) after full payment for debts have been received by the IRS.

Are you a victim of identity theft? If so, MSOE will need a copy of the IRS Database View Transcript along with a signed statement about your identity theft with the IRS. A transcript can be requested from the IRS Identity Protection Specialized Unit at 1-800-908-4490.

If you did not file taxes and are an independent student or parent of dependent student, you will need to request a Verification of Non-Filing Letter using Step #2, #3, or #4. NOTE: If you do not have credit history, you will only be able to request the letter by method #4.