



JOHN A. LOGAN COLLEGE
Financial Aid Office
700 Logan College Drive
Carterville, IL 62918

2025-2026 INSTRUCTIONS FOR
FEDERAL TAX TRANSCRIPT

Getting Your 2023 Federal Tax Transcript Information for the 2025–26 FAFSA

If you're filing a 2025-26 Free Application for Federal Student Aid (FAFSA) form, you must use federal tax information from your 2023 tax return. As part of federal student aid eligibility, students, parents and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student/parent and spouse filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS.

If 2023 income tax return information for the student/parent (or spouse, if applicable) was not available or could not be used, the student/parent (or spouse if applicable) should provide the institution with a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

A **2023 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the ID.me IRS Help Site.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If you need a copy of the complete tax return you submitted, here are some options:

1. Access the tax software product used to prepare and file your 2023 return to download/print a copy.
2. Contact the tax preparer who filed your 2023 return.

If you need assistance with obtaining your Federal Tax Transcript, call the Financial Aid Office at 618-985-2828, ext. 8308 or stop by the Financial Aid Office located at C210. The Financial Aid Office can help you complete any forms or fax the 4506-T to request your Federal Tax Transcript.