

Internal Revenue Tax Transcript Request – 2024-2025 FAFSA

Your financial aid application (FAFSA) for the 2024–2025 academic year has been selected for Verification. This means that you, and if dependent, your parent(s) must provide federal tax information to the Financial Aid Office at Baltimore City Community College (BCCC).

Important: The U.S. Department of Education does NOT allow colleges to accept personal copies of tax returns.

You must do ONE of the following:

Option 1: Use the IRS Direct Data Exchange (DDX)

- Log in to your 2024–2025 FAFSA at <https://studentaid.gov>.
- Use the IRS Direct Data Exchange (DDX) to transfer 2022 tax data directly into your FAFSA.
- You must enter your name, address, and other identifying details exactly as they appear on your 2022 tax return.
- If the process fails or you're ineligible to use DDX, proceed to Option 2.

Option 2: Request a 2022 IRS Tax Return Transcript

If you cannot use the DDX, you and/or your parent(s) must request a 2022 IRS Tax Return Transcript (not a Tax Summary).

Phone Request:

- Call the IRS automated line: 1-800-908-9946

Online Request:

1. Visit: <https://www.irs.gov>
2. Click “Get Your Tax Record”
3. Choose:
 - a. “Get Transcript Online” – to download a PDF instantly (requires ID verification), OR
 - b. “Get Transcript by Mail” – to receive it within 5–10 days
4. Select “Return Transcript” and Tax Year: 2022
5. Make sure to use the exact address listed on your 2022 tax return.

Note: Do NOT request the “Account Transcript” or “Tax Summary.” These are not accepted by the Financial Aid Office.

Which Tax Year Applies?

For the 2024–2025 FAFSA, use 2022 income and tax return information.

Dependency Status:

- If you are a DEPENDENT student, your parent(s) must provide their 2022 IRS Tax Return Transcript or use the DDX.
 - You must also submit a signed Parent IRS Tax Transcript Form to the Financial Aid Office.
- If you are an INDEPENDENT student, only your 2022 IRS Tax Return Transcript is needed or you may use the DDX.
 - You must also submit a signed Student IRS Tax Transcript Form to the Financial Aid Office.

If you have any questions or need help, please contact the BCCC Financial Aid Office.