IRS Tax Transcript Submission

The Internal Revenue Service (IRS) has recently changed the format of tax transcripts to protect taxpayers from unauthorized use of taxpayer data. The new format redacts all personally identifiable information and some public record information. Because of this, all tax transcripts that are sent to our office must include the student's name and VIP ID on each page of the transcript. Where applicable, the parent or spouse's name should also be written on the tax transcript in addition to the student's name and VIP ID. Without this information, our office cannot identify the owner of the tax transcript or document that we have received the transcript.