



North Carolina Central University
Office of Scholarships and Student Aid

919/530-6180 • 919/530-7959 (fax)

VICTIM OF IDENTITY THEFT INFORMATIONAL SHEET

Victims of identity theft are unable to use the IRS Data Retrieval Tool or to request a Tax Return Transcript until the issue has been resolved. Resolving the issue can take months.

For the financial aid verification process, if you are a victim of Identity Theft; instead of an IRS Tax Return Transcript, you must complete the following:

1. Call the IRS's Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490.
2. Complete the Form 14036 – Identity Theft Affidavit - <https://www.irs.gov/pub/irs-pdf/f14039.pdf> and provide our office with the confirmation/acknowledgment letter from IRS.
3. Request an “alternate paper tax return transcript” also known as TRDBV (Transcript DataBase View) from IPSU. This form should be sent to you or your parents.
4. Make a copy of the “alternative paper tax return transcript,” write the name of the student and the Student's NCCU Banner ID number at the top of the first page, then submit the TRDBV to NCCU's Scholarships and Student Aid Office.
5. Provide a statement signed and dated by the tax filer indicating that they were victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

NOTE: A paper copy of a tax return is not acceptable for completing verification for victims of IRS identity theft.

Recommended methods for submitting documents, in order of preference are:

1. In person (documents can be reviewed in case there are omissions)
2. Fax to (919) 530-7959 (make certain student's name and Banner ID are at the top of all forms)
3. Scan attachment to an e-mail message and forward to ssa@nccu.edu. (Photographs of documents are unacceptable)
4. U.S. Postal Mail (while this is an acceptable method, delivery is slower than one would expect and you may have difficulty determining if the mail is lost or simply delayed)

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