

## How to Request a Tax Return Transcript from the Internal Revenue Service

**ONLINE** (if available)



**OR**

**MAIL**



View and print immediately	Arrives in 5 to 10 business days
<ul style="list-style-type: none"> <li>▪ Go to the IRS website at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> .</li> </ul>	<ul style="list-style-type: none"> <li>▪ Go to the IRS website at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> .</li> </ul>
<ul style="list-style-type: none"> <li>▪ Click "Get Transcript ONLINE."</li> </ul>	<ul style="list-style-type: none"> <li>▪ Click "Get Transcript by MAIL."</li> </ul>
<ul style="list-style-type: none"> <li>○ If you have an existing IRS username, please create a new ID.me account as soon as possible.  If you're a new user, please create an account with ID.me (ID.me instructions available here: <a href="https://help.id.me/hc/en-us/articles/360017922513-How-do-I-verify-my-identity-">https://help.id.me/hc/en-us/articles/360017922513-How-do-I-verify-my-identity-</a>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ The tax filer completes the required fields and clicks "Continue." You will need your: <ul style="list-style-type: none"> <li>○ Social Security Number (SSN) or Individual Tax Identification Number (ITIN),</li> <li>○ date of birth, and</li> <li>○ mailing address from your latest tax return.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Once logged into your IRS account, follow the prompts to request a transcript. You will need a "Return Transcript" for the specific <b>Tax Year*</b> for which you would like the return transcript. <b>Do NOT request an Account Transcript, Record of Account Transcript or Wages and Income Transcript. These cannot be accepted.</b> Select "Higher Education/Student Aid as the reason you need a return transcript.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow the prompts to select a "Return Transcript" for the specific <b>Tax Year*</b> for which you would like the return transcript. Click "Continue." <b>Do NOT request an Account Transcript, Record of Account Transcript or Wages and Income Transcript. These cannot be accepted.</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ View and print the return transcript you requested.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If successfully validated, expect to receive a paper IRS Tax Return Transcript at the address included in your online request within 5 to 10 business days from the time the online request was successfully transmitted to the IRS. IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.</li> </ul>

**\*Select the tax year you used to complete the Free Application for Federal Student Aid (FAFSA).**

*If you do not have access to a computer or would prefer to order your Tax Transcript from the IRS over the phone, please call 800.908.9946.*

**NOTE: If you cannot request a Tax Return Transcript online or by mail, complete a [Form 4506-T](#) and submit it directly to the IRS.**