

How to Request a Tax Return Transcript

You can request a Tax Return Transcript —**free of charge**—from the Internal Revenue Service (IRS). The Tax Return Transcript is the only acceptable document to meet this requirement.

To get started:

- Go to the IRS website at www.irs.gov/individuals/get-transcript
- Choose: “Get Transcript ONLINE” OR “Get Transcript by MAIL”

ONLINE (if available)

OR

MAIL



View and print immediately	Arrives in 5 to 10 calendar days
<ul style="list-style-type: none"> ▪ Click “Get Transcript ONLINE.” 	<ul style="list-style-type: none"> ▪ Click “Get Transcript by MAIL.”
<ul style="list-style-type: none"> ▪ The tax filer selects the “First Time Users” to complete the registration steps – OR – selects “Returning Users” to log in. To register, you will need: <ul style="list-style-type: none"> ○ your Social Security Number (SSN), date of birth, filing status and mailing address from latest tax return, ○ access to your email account, ○ your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and ○ a mobile phone with your name on the account. (you will be sent a security code when logging in) 	<ul style="list-style-type: none"> ▪ Complete the required fields then click “Continue.” You will need your: <ul style="list-style-type: none"> ○ Social Security Number (SSN) or Individual Tax Identification Number (ITIN), ○ date of birth, and ○ mailing address from your latest tax return
<ul style="list-style-type: none"> ▪ Follow the prompts to request a “Tax Return Transcript” for the specific Tax Year for which you would like the tax transcript. Do NOT request a Record of Account, Tax Account or Wages & Income Transcript – these cannot be accepted. 	<ul style="list-style-type: none"> ▪ Follow the prompts to select a “Tax Return Transcript” for the specific Tax Year for which you would like the tax transcript. Click “Continue.” Do NOT request a Record of Account, Tax Account Transcript or Wages & Income – these cannot be accepted.
<ul style="list-style-type: none"> ▪ View and print the Tax Return Transcript you requested. 	<ul style="list-style-type: none"> ▪ If successfully validated, expect to receive a paper IRS Tax 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 Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

***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.