



## IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, by using the options below.  
*When applying for a transcript, the address they are requesting is the one listed on the latest tax return.*

If you have filed an **AMENDED RETURN**: You must request the IRS Record of Account Transcript for the requested tax year. This Record of Account Transcript combines the Tax Return and the Tax Account transcripts into one complete transcript. This transcript is available for the current tax year and returns processed during the prior three years. You can do this by following the steps below.

### Request By Mail

1. Go to the IRS Website: [www.irs.gov](http://www.irs.gov)
2. Click on **Get Your Tax Record** tab
3. **Get Transcript by MAIL** (this will be mailed to you in 5-10 business days).
  1. Enter the information requested for the primary tax filer and click continue.
    - Social Security Number
    - Date of Birth
    - Mailing address of latest return

Under **Type of Transcript**, select “Return Transcript” and under **Tax Year**, enter the requested Tax Year, **Skip the Customer file Number** and click continue. You should receive a confirmation page stating

### Online Request

1. Go to the IRS Website: [www.irs.gov](http://www.irs.gov)
2. Click on **Get Your Tax Record** tab
3. **Get Transcript Online** (this will be immediately available as a PDF for you to view and print).
4. Enter your first and last name and email address. You will be sent a one-time code to your email. Enter the code and click continue
5. Enter:
  - Social Security Number
  - Date of Birth
  - Filing Status
  - Mailing address of latest return
  - Your personal account number from a credit card, mortgage, home equity loan, home equity line of credit, or car loan
  - A mobile phone with your name on the account
  - Access to your email account

Under **Type of Transcript**, select “Return Transcript” and under **Tax Year**, enter required tax year, **Skip Customer file Number**, if requested and submit.

### Request By Phone (transcript will be mailed to you in 5-10 business days)

1. Available from the IRS by calling 1-800-908-9946 (7am-7pm).
2. Tax filers must follow prompts to enter their social security number and the numbers in their street address. **Select “Option 2”** to request an IRS Tax Return Transcript and then enter the requested Tax Year

**All documents required for Verification must be received and reviewed before any Financial Aid can be processed to your account. Your expected Financial Aid amounts may change pending results of the Verification process.**