HOW TO OBTAIN A TAX TRANSCRIPT

There are a number of ways to obtain a copy of your Federal Tax Return Transcript from the IRS.

1. Online (Preferred)
   - Available at www.irs.gov
   - Click on "Get your Tax Record"
   - Choose "Get Transcript Online". You will need to have a personal account number from a credit card, mortgage, home equity loan or line of credit, a car loan OR a mobile phone with your name on the account to verify your identity. If you don't have one of these items, you will need to use one of the other options listed below. You will also need to have access to an email account in order to receive a secure code while creating the IRS account.
   - Once your account is created, log in. You will be prompted to choose the reason that you need a transcript (Higher Education/Student Aid).
   - Under **RETURN TRANSCRIPT,** choose the appropriate tax year. Make sure to disable your browser's pop up blocker.

2. Online request by mail
   - Available at www.irs.gov
   - Click on "Get Your Tax Return"
   - Choose "Get Transcript by Mail"
   - Enter your information (You may need to enter your zip code with the 4-digit extension on the end-example 56187-3024)
   - Select "Return Transcript" and the correct "Tax Year"

3. Telephone request (5-10 calendar days after request is submitted)
   - Automated attendant – 1-800-908-9946
   - Live person (not recommended due to long hold times) 1-800-829-1040. You may be able to request that the transcript be faxed rather than mailed with this option.

4. Paper Request By Mail (Takes 10 business days to receive after request is received and processed by the IRS)
   - Fill out the Form 4506-T available at https://www.irs.gov/pub/irs-pdf/f4506t/pdf
   - Fill out form and make sure to request the "Return Transcript".
   - Return to the IRS by either mail or fax (address and fax number for appropriate office are on the 2nd page of the form.

MOVED SINCE FILING TAXES?

Be sure to enter the previous address on line 4 of the form 4506t to make sure the IRS can match the information on the request to what is on their records.