

How to Get a Tax Transcript



What To Do:

If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules. A 2022 IRS Tax Return Transcript may be obtained through:

Get Transcript by Mail:

Go to www.irs.gov, click "Get Your Tax Record". ➔ Click "Get Transcript by Mail."

- Make sure to request the "Return Transcript" and NOT the "Account Transcript."
- Transcript is generally received within 10 business days from the IRS's receipt of the online request.

Get Transcript Online:

Go to www.irs.gov, click "Get Your Tax Record". ➔ Click "Get Transcript Online".

- We recommend requesting a transcript online since that's the fastest method.
- Make sure to request the "Return Transcript" and NOT the "Account Transcript."

To use the Get Transcript Online tool, the user must have:

- (1) access to a valid email address
- (2) a text-enabled mobile phone in the user's name (pay-as-you-go plans cannot be used), and
- (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).

The transcript is displayed online upon successful completion of the IRS's two-step authentication.

Automated Telephone Request- 1-800-908-9946

- You can request a transcript by mail, by calling the automated telephone service.
- Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

Paper Request Form- IRS Form 4506T-EZ or IRS Form 4506-T

Go to www.irs.gov, click "Get Your Tax Record". ➔ Click "About Form 4506T-EZ or About Form 4506T" under Related Forms.

- You will need to mail or fax the IRS Form. (Submission instructions on 2nd page of form)
- Transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Visit www.FAFSAfirst.org for more information.

