

How to Get a Tax Transcript



If income tax return information for the student (or contributors, if applicable) was not available for electronic transfer into the FAFSA form or could not be used, the student may be asked to provide the institution with an IRS Tax Return Transcript(s) and applicable schedules. An IRS Tax Return Transcript may be obtained through any method indicated below.

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."
- Transcripts are 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.