

How to Get an Official IRS Tax Return Transcript

Tax filers can request a transcript, free of charge, of their tax return from the IRS in one of the following ways:

Request Method	Where	Tax Transcript Output Document		
		What?	How?	When
Online	www.irs.gov	Paper	Mailed	5-10 days
Telephone	(800)908-9946	Paper	Mailed	5-10 days

NOTE: BE SURE TO REQUEST A TAX RETURN TRANSCRIPT. DO NOT REQUEST A TAX ACCOUNT TRANSCRIPT. TAX ACCOUNT TRANSCRIPTS WILL NOT BE ACCEPTED FOR FINANCIAL AID VERIFICATION.

Online Request

Available on the IRS Web site at <https://www.irs.gov/Individuals/Get-Transcript>

1. In the **Online Services** section of the homepage click “Order a Tax Return or Account Transcript”
2. Click “Order a Transcript”
3. Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
4. Click “Continue”
5. In the **Type of Transcript** field, select “**Return Transcript**” and in the **Tax Year** field, select the appropriate year (i.e. 2015 taxes for 2016-17FAFSA).
6. If successfully validated, tax filers can receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
7. IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Telephone Request

Available from the IRS by calling [1-800-908-9946](tel:1-800-908-9946)

1. Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
2. Select “Option 2” to request an IRS Tax **Return** Transcript and then enter year requested (2015 for 16-17 FAFSA year)
3. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
4. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.