

How to Request IRS Tax Return Transcript

2020-21

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As part of the verification process for financial aid, it is required that an independent or a dependent student and/or their parent's income be verified.

Online Request

Available at with the **Internal Revenue Service Website**.

- Under Tools, click "get a tax transcript".
- Click "**Get Transcript ONLINE**" (If at any point, you cannot validate your identity - for example you cannot provide financial verification information or you lack access to a mobile phone - you would want to use the Get Transcript by MAIL option, see below for instructions).
- Enter the filer's Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. This information will be used to verify your identity with the IRS.
- Click "Continue".
- Select "**Return Transcript**" and in the tax year field select "**2018**".
- If successfully validated, you will be able to view your Tax Return Transcript that you can then print out for submission.

or

- Under Tools, click "**Get Transcript of your Tax Records**".
- Click "**Get Transcript by MAIL**".
- Enter the filer's Social Security Number (ITIN and EIN can be used), date of birth, street address and zip/postal code. Use the address currently on file with the IRS,
- Click "Continue".
- Select "**Return Transcript**" and in the tax year field, select "**2018**".
- If successfully validated, non-filers can expect to receive a paper Tax Return Transcript at the address included in your online request within 5 to 10 days.

Telephone Request

Available from the IRS by Calling **1-800-908-9946**

- Follow prompts to enter your Social Security Number (ITIN and EIN can be used) and the numbers in the street address.
- Select "**Option 2**" to request a **Return Transcript** and then enter "**2018**" for the tax year.
- If successfully validated, filers can expect to receive a paper Return Transcript at the address provided in their telephone request within 5 to 10 days from the time of request.

Paper Request Form - IRS Form 4506-T

Download IRS Form 4506-T

- Complete Lines 1 - 4, following the instructions on page 2 of the form.
- Line 3: enter the filer's street address and zip/postal code.
- Line 5: provides filers with the option to have their Tax Return Transcript mailed directly to a 3rd party by the IRS.
- Line 6a: Select the checkbox on the right hand side for Return Transcript
- Line 9: In the year or period requested field, enter "12/31/2018".
- The filer must sign and date the form and enter their telephone number.
- Mail or Fax the Completed IRS Form 4506-T to the address or FAX number provided on page 2 of form 4506-T.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper Tax Return Transcript at the address provided on their request within 2-3 weeks.

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