

Requesting an IRS Tax Return Transcript for Financial Aid

You can call the IRS at 800-829-1040 or go online at IRS.gov

The screenshot shows the IRS.gov homepage. At the top, there is a search bar and navigation links for Subscriptions, Language, and Information For... Below the search bar is a horizontal menu with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below this menu are four large buttons: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. The main content area is divided into several sections: 'Forms and Pubs', 'Hot Topics', 'Tools', 'Filing & Payment', 'News', 'Small Business Week', 'Is the IRS Calling?', 'Tax Info', 'Scams', 'Exempt Orgs', and 'Social Media'. The 'Tools' section is highlighted with a green box and contains a list of options: 'Get answers to your tax questions', 'Free File tax software', 'Apply for an online payment plan', 'Get a tax transcript', 'Apply for an EIN', and 'More ...'. A green arrow points to the 'Get a tax transcript' option. The 'Filing & Payment' section includes logos for 'where's my refund?', 'freefile', and 'EFTPS'. The 'Social Media' section features a YouTube video thumbnail for 'Small Business & Self-Employed Tax Center' and social media icons for YouTube, Twitter, Facebook, and the IRS logo.

Attention:

Not every student will need to order a tax return transcript. The Financial Aid Department will let you know if you need one.

Under "Tools" select "Get a tax transcript."

Select: Get Transcript Online or by Mail, the financial aid office will accept either

The screenshot shows the IRS website's 'Get Transcript' page. The page title is 'Welcome to Get Transcript'. It features a navigation menu with categories like 'Filing', 'Payments', 'Refunds', 'Credits & Deductions', 'News & Events', 'Forms & Pubs', 'Help & Resources', and 'for Tax Pros'. A search bar is located at the top right. The main content area is divided into two columns: 'Get Transcript ONLINE' and 'Get Transcript by MAIL'. Each column has a 'What You Need' section and a 'What You Get' section. A green arrow points from the text 'Be sure to take note of the information you will need for the online request and mail request' to the 'What You Need' sections. On the right side, there are two orange boxes: 'Related Forms' and 'Related Websites'. The 'Related Forms' box lists forms like Form 4506, Form 4506-T, Form 4506T-EZ, and Formulario 4506T-EZ (SP). The 'Related Websites' box lists Social Security Administration (SSA) - My Account and Free Application for Federal Student Aid (FAFSA).

Employees
Self-Employed
International Taxpayers
Military
Parents
Seniors & Retirees
Students

Welcome to Get Transcript

[Español](#) | [中文](#) | [한국어](#) | [TiếngViêt](#) | [Русский](#)

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Get Transcript ONLINE

What You Need
To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Get Transcript by MAIL

What You Need
To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Related Forms

- › Form 4506, Request for Copy of Tax Return
- › Form 4506-T, Request for Transcript of Tax Return
- › Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript
- › Formulario 4506T-EZ (SP), Formulario Abreviado para la Solicitud de un Traslado de la Declaracion de Impuestos Personales

Related Websites

- › Social Security Administration (SSA) - My Account
- › Free Application for Federal Student Aid (FAFSA)

Be sure to take note of the information you will need for the online request and mail request

Follow the instructions for the transcript type of your choice. Once you receive your transcript, be sure to turn it into the Financial Aid Office.

Be sure to select a **Return Transcript** for the **2015** Tax Year



[Contact Us](#) | [Exit](#)

Get Transcript by Mail

Type of Transcript [?](#)
Return Transcript ▼
for Tax Year [?](#)
2015 ▼

Continue

TIP: You can also select a 2016 Return Transcript for the upcoming 18-19 school year to save time.

Follow the instructions for the transcript type of your choice. Once you receive your transcript, be sure to turn it into the Financial Aid Office.