**How to retrieve your Tax Return Transcript**

There are three ways to request a copy of your Tax Return Transcript from the IRS.

1. Online
   1. Go to [www.irs.gov](http://www.irs.gov)
   2. Under the Orange Tools heading, click on Order a Return or Account Transcript
   3. Click Order a Transcript
   4. Enter the requested information and click Continue
   5. Choose Return transcript and the year requesting from the drop-down menus
2. Online Print the Transcript
   1. Go to [www.irs.gov](http://www.irs.gov)
   2. Under the Orange Tools heading, click on Get Transcript for My Tax Records
   3. Click on Get Transcript Online
   4. Create an account or if you have an account sign in
   5. Choose Return transcript and the year requesting from the drop-down menus
3. By phone
   1. Call 1-800-829-1040
   2. At the first automated menu, choose Option 2
   3. At the second automated menu, choose Option 1
   4. At the third automated menu, choose Option 2 and follow the prompts
4. By mail
   1. Go to www.irs.gov
   2. Under the Forms & Pubs heading, click on form 4506-T
   3. Print this form, complete it, and mail it to the address given
5. By FAFSA link
   1. Go to [www.FAFSA.gov](http://www.FAFSA.gov)
   2. Click on Make a correction under returning user
   3. Login
   4. Click on the tab for the FAFSA year that you want to link (such as 2013-2014)
   5. Click on Make FAFSA Corrections – and add the requested information
   6. Click on the tab “ Financial Information”
   7. Answer the question under use the IRS Data Retrieval Tool box
   8. Follow the directions – it will take you to the IRS website
   9. Entered the required information and Click on retrieve my taxes