

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 Request to Mail
 - a. Go to www.irs.gov
 - b. Click on Get Your Tax Record
 - c. Click the blue button Get Transcript by MAIL
 - d. Enter the requested information and click Continue
 - e. Choose Return transcript and the tax year requesting from the drop-down menus

2. Online Print the Transcript
 - a. Go to www.irs.gov
 - b. Click on Get Your Tax Record
 - c. Click the blue button Get Transcript ONLINE
 - d. Create an account or if you have an account sign in
 - e. Choose Return transcript and the year requesting from the drop-down menus

3. By phone
 - a. Call 1-800-829-1040
 - b. Select appropriate language
 - c. At the first automated menu, choose Option 2
 - d. At the second automated menu, choose Option 7
 - e. Enter the tax payer SSN and follow the prompts

4. By mail
 - a. Go to www.irs.gov
 - b. Click on Forms & Instructions
 - c. Click the link Form 4506-T
 - d. Print this form, complete it, and mail it to the address given

5. By FAFSA link
 - a. Go to www.FAFSA.gov
 - b. Click on Make a correction under returning user
 - c. Log in using your FSA ID
 - d. Click on the tab for the FAFSA year that you want to link (such as 2017-2018)
 - e. Click on Make FAFSA Corrections
 - f. Click on the tab “ Financial Information”
 - g. Answer the question under use the IRS Data Retrieval Tool box and choose Link to IRS
 - h. Follow the directions – it will take you to the IRS website
 - i. Entered the required information and then choose to transfer to the FAFSA
 - j. Submit the correction to the FAFSA – you will receive a confirmation page

