

## How to Get an IRS Tax Return Transcript

- Available on the IRS website at [www.irs.gov](http://www.irs.gov), but you must register to use this service.
- To register, you will need your full name, an email address, birthdate, social security number, tax filing status and current address.
- To verify your identity, you must provide a number from ONE financial account. You can use a credit card, mortgage or home equity loan, home equity line of credit or an auto loan. To protect your information, you must have a mobile phone in your name to receive a text message.
- In the **Tools** section on the homepage, click “Get a Tax Transcript” then click “Get Transcript Online”.
- Under “First Time Users” select “Get Started”. You will be prompted for information to setup your account.
- If you already have an account, enter your User Name under “Returning Users”.
- Once prompted, select the reason for getting a transcript – “Higher Education/Student Aid”.
- Click on the tax year needed under “**Return Transcript**”. You will need:
  - **2015** to complete the *2016-2017 and the 2017-2018 Free Application for Federal Student Aid (FAFSA)*
- You can print the transcript and/or save as a PDF. **DO NOT save a transcript unless you are on your personal computer.**
- When finished, log out and close the browser.

### **If you are unable to get a tax transcript online:**

A tax filer may also obtain a tax return transcript by electronically submitting a transcript request using the IRS Get Transcript by Mail option at [www.irs.gov](http://www.irs.gov), by submitting a paper Form 4506T-EZ or 4506-T or by calling 1-800-908-9946. These request methods will result in the IRS mailing a paper transcript to the address on file with the IRS. Unless the tax filer has formally changed their address with the IRS through the IRS change of address processes, the address on file with the IRS is the one used on the individual’s last filed tax return.