

Instructions on how to request a Tax Return Transcript from the Internal Revenue Service (IRS)

Due to new Federal Regulations we can only accept copies of
2018 IRS Tax Return Transcripts for the **2020-2021** academic year.

You have three options to obtain your IRS Tax Return Transcript for the **2018 tax year:**

1. **By telephone:** Contact the IRS at 1-800-908-9946 and follow the voice prompts. If successfully validated, tax filers can expect their Tax Transcript in the mail within 5-10 business days.



2. **Online:** Go to <http://www.irs.gov/Individuals/Order-a-Transcript> if successfully validated, tax filers can expect their Tax Transcript in the mail within 5-10 business days.

- **The IRS cannot process your request online if you need transcripts mailed to an address other than the one they have on file for you.**



3. **In Person:** Visit the Internal Revenue Service at: 9 Park of Commerce Blvd, Savannah, GA 31405.

They are open Monday through Friday from **8:30 am to 4:30 pm**. You will receive a Tax Return Transcript the same day.

Make sure you have gathered your information before contacting the IRS:

- Social Security Number or IRS Individual Taxpayer Identification
- Number (ITIN) Street address and zip code (or postal code)



- Letter of “**NON-FILER**” can be requested by phone or in person.
- IRS Tax Return Transcripts requested online, by telephone, or in person cannot be sent directly to a third party by the IRS.