

# 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  
**2017 IRS Tax Return Transcripts** for the **2019-2020** academic year.

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You have three options to obtain your IRS Tax Return Transcript for the  
**2017 tax year:**

1. **By telephone:** Contact the IRS at 1-844-545-5640 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  
1301 Clay St (between 13th St & 14th St)  
Oakland, CA 94612  
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.