

# 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**.

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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 <https://www.irs.gov/individuals/get-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. **By mail:** Complete and send either Form 4506-T or Form 4506T-EZ to the IRS to get one by mail. Use Form 4506-T to request other tax records: tax account transcript, record of account, wage and income and verification of non-filing. These forms are available on the Forms & Pubs page on IRS.gov

## **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.
- For more information, visit <https://www.irs.gov/newsroom/how-to-get-tax-transcripts-and-copies-of-tax-returns-from-the-irs>