

## 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.
- On the homepage, click “Get Your Tax Record”, then select “Get Transcript Online”
- First time users must Sign-Up to create an account. Returning users can Log In with existing login credentials.
- Once logged in, select “Higher Education/Student Aid’ as the reason you need a transcript.
- Click on the tax year needed under “**Return Transcript**”. You will need:
  - **2021** to complete the *2023-2024 Free Application for Federal Student Aid(FAFSA)*
  - **or**
  - **2020** to complete the *2022-2023 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 4506-T-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.