

REQUESTING A TAX RETURN TRANSCRIPT

A Step by Step Tutorial

Step 1: Log on to the Internet and go to www.IRS.gov

Step 2: Click “Get a Tax Transcript by Mail”

The screenshot shows the IRS website homepage. At the top left is the IRS logo. To the right are links for Subscriptions, Language, and Information. Below this is a search bar and an 'Advanced' search option. A navigation bar contains links for Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below the navigation bar are four promotional banners: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. The main content area is divided into several sections: 'Forms and Pubs' with a list of forms (1040, 941, 1040EZ, 2290, W-4, Tax Table, W-9, Pub 15, 1099-MISC, Pub 17, and a 'More ...' link); 'Hot Topics' with links like 'Time to Change Your Tax Withholding?', 'Form 2290: Don't Miss the Deadline', 'Fix a Mistake on Your Tax Return', 'Tax Preparation Resources', 'Affordable Care Act Tax Provisions', and a 'More ...' link; 'Tools' with links like 'Apply for an Online Payment Plan', 'Get a Tax Transcript by Mail' (circled in red), 'Request an Electronic Filing PIN', 'Apply for an Employer ID Number', 'Check Status of Your Amended Return', and a 'More ...' link; 'Filing & Payment' with logos for 'where's my refund?', 'freefile', 'IRS e-file', and 'EFTPS'; 'News' with articles like 'June 30 Filing Deadline for FBAR', 'Proposed Tax Guidelines for ABLE Accounts', '2015 IRS Nationwide Tax Forums', 'Taxpayer Bill of Rights', and a 'More ...' link; a 'Security Summit' section with tabs for 'Get the Facts', 'Emergency Planning', 'Identity Theft', and 'Health Care and Taxes', featuring a video player and text about a 'Get Transcript incident' and a Spanish application 'Ordenar Transcripción'; and 'Social Media' with a video player for '2015 IRS Nationwide Tax Forums' and social media icons for YouTube, Twitter, Facebook, and the IRS logo.

Step 3: Click “Get Transcript by Mail”



Subscriptions | Language | Information For...

Search Advanced

Filing | Payments | Refunds | Credits & Deductions | News & Events | Forms & Pubs | Help & Resources | for Tax Pros

Employees

Self-Employed

International Taxpayers

Military

Parents

Seniors & Retirees

Students

Get Transcript



Alert:

The online Get Transcript service is currently unavailable. You may still order transcripts using the Get Transcript by Mail service. We apologize for any inconvenience.

[Español](#)

You can get a transcript by mail to view your tax account transactions or line-by-line tax return information for a specific tax year. The method you used to file your return and whether you have a refund or balance due, affects your [current year transcript availability](#). **Note:** If you need a copy of your return, you must use [Form 4506, Request for Copy of Return](#).

To use **Get Transcript by Mail**, you need your [Social Security number \(SSN\)](#) or your [Individual Tax Identification Number \(ITIN\)](#), date of birth, and address from your latest tax return.

Get Transcript by
MAIL



- Transcripts arrive in 5 to 10 calendar days at the address we have on file for you
- [Transcript Types](#) available by mail
- [Frequently asked questions \(FAQs\)](#)
- Get Transcript by Mail [en Español](#)

Related Forms

- › Form 4506, Request for Copy of Tax Return
- › Form 4506-T, Request for Transcript of Tax Return
- › Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript
- › Formulario 4506T-EZ (SP), Formulario Abreviado para la Solicitud de un Traslado de la Declaración de Impuestos Personales

Related Websites

- › Social Security Administration (SSA) - My Account
- › Free Application for Federal Student Aid (FAFSA)

The IRS never sends email requesting that you obtain or access your transcripts. If you receive such an email, please forward it to our fraud group at phishing@irs.gov.

Click ok

The image shows a screenshot of the IRS.gov website's 'Get Transcript' page. A modal dialog box is overlaid on the page, containing a warning message. The dialog box has a white background and a light gray border. The text inside reads: 'THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY! Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).'. At the bottom right of the dialog box, there is a blue button with the text 'OK', which is circled in red. The background page is dimmed and shows the IRS.gov logo, navigation links like 'Contact Us | Exit', and the 'Get Transcript' heading. Below the heading, there are links for 'En Español' and 'Privacy Notice'. A red error message 'All fields are required' is visible. The form fields include 'Social Security N', 'Date of Birth' (with 'Day' and 'Month' dropdowns), 'Street Address', and 'ZIP or Postal Code'. A 'Continue' button is at the bottom left of the form area. At the bottom of the page, there is a link for 'IRS Privacy Policy'.

IRS.gov

Contact Us | Exit

Get Transcript

[En Español](#) | [Privacy Notice](#)

All fields are required

Social Security N

Date of Birth

Day Month

Street Address

ZIP or Postal Code

Continue

[IRS Privacy Policy](#)

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!
Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

OK

Step 4: Complete the form and click “Continue”

NOTE: You must complete this form under the Primary Taxpayer’s information if filed “Married Filing Joint”



[Contact Us](#) | [Exit](#)

Order a Transcript

[En Español](#) | [Privacy Notice](#)

All fields are required

Social Security Number (SSN) or [Individual Tax ID Number \(ITIN\)](#) [?]

 - -

Date of Birth

 Day Month

[Street Address](#) [?]

[ZIP or Postal Code](#) [?]

[IRS Privacy Policy](#)

Step 5: Under Type of Transcript, choose “Return Transcript” and “2014” for the tax year

Get Transcript

Type of Transcript [?](#)

Return Transcript ▼

for Tax Year [?](#)

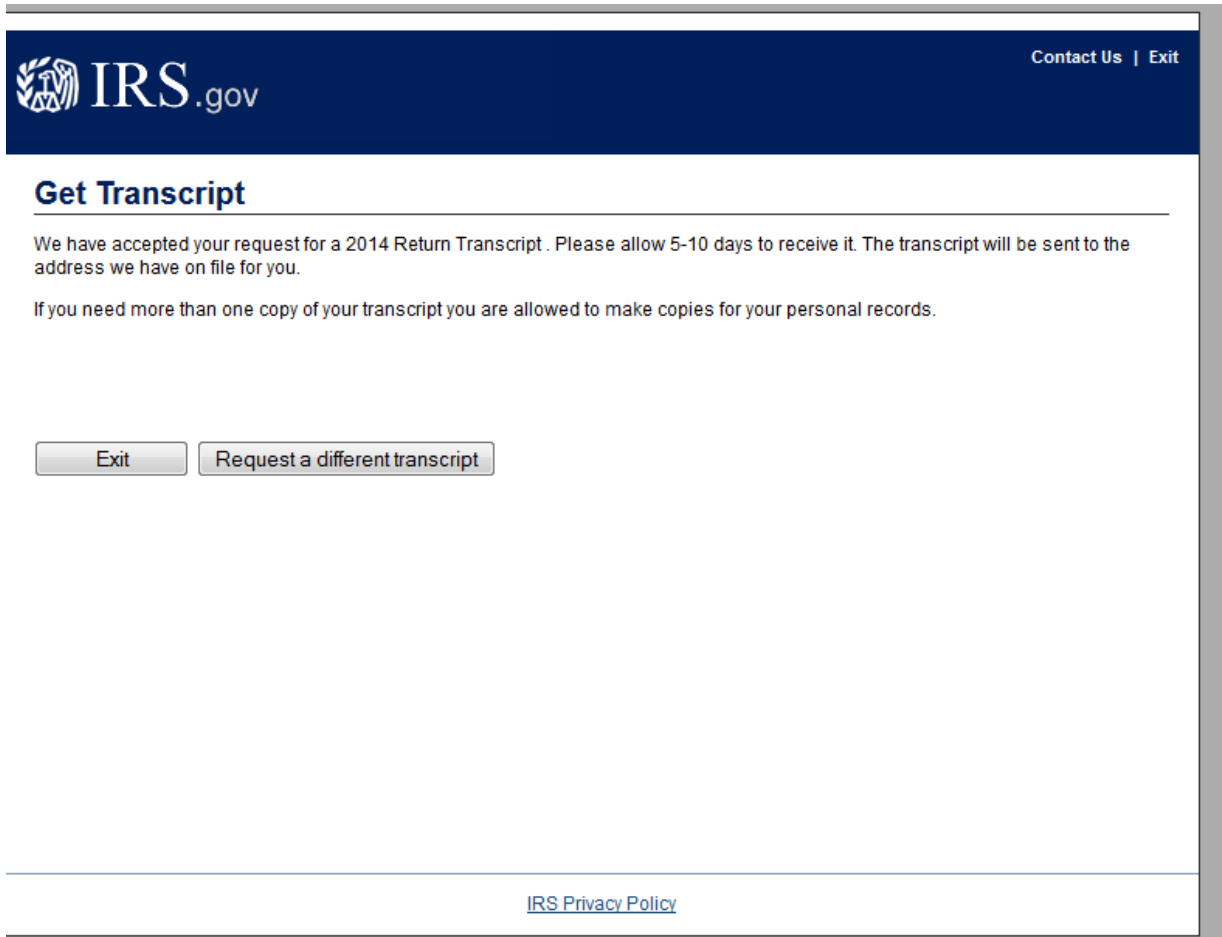
2014 ▼

[Continue](#)

YOU ARE FINISHED!!!!

Once you receive the transcript, please turn it in to the Financial Aid office of the campus you are attending

Note: If you are requesting more than one transcript (for example, both the student and parent tax transcript) you will have to choose “Request a different transcript” and repeat the steps.



The screenshot shows the IRS.gov website interface. At the top left is the IRS logo and ".gov" text. At the top right are links for "Contact Us" and "Exit". The main heading is "Get Transcript". Below this, a message states: "We have accepted your request for a 2014 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you." A second line of text says: "If you need more than one copy of your transcript you are allowed to make copies for your personal records." At the bottom of the content area are two buttons: "Exit" and "Request a different transcript". At the very bottom of the page is a link for "IRS Privacy Policy".