

HOW TO GET A COPY OF YOUR

IRS TAX TRANSCRIPT



REQUEST BY PHONE

You can request an IRS Transcript by calling 1-800-908-9946. Your transcript will be mailed the address you request.

ESTIMATED TIME
TO RECEIVE

5 - 10
CALENDAR
DAYS



REQUEST ONLINE

You can request an IRS Transcript online at www.irs.gov/Individuals/Get-Transcript. Your transcript will be mailed.

5 - 10
CALENDAR
DAYS



REQUEST BY PAPER

You can request an IRS Transcript by completing IRS Form 4506-T or IRS Form 4506T-EZ. You can print the form at www.irs.gov/Individuals/Get-Transcript. Your transcript will be mailed.

10
BUSINESS
DAYS

OTHER ACCEPTABLE DOCUMENTATION

Can I send a copy of my 1040 tax return?

Due to changes in federal regulations we are no longer able to accept a copy of your 1040 Tax Return to verify your FAFSA information.

I amended my taxes. What do I need to send in?

In addition to your tax transcript we will need a signed copy of your IRS Form 1040X "Amended U.S. Individual Income Tax Return".

I can't order my tax transcript because I am a victim of identity theft.

What do I do?

You can request a tax transcript by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. You will then receive a TRDBV (Transcript DataBase View). The Office of Financial Aid can accept this form instead of a tax transcript.

What documents can I turn in if I have an extension for filing my taxes?

Provide a copy of IRS Form 4868 or a copy of the IRS's approval of an extension beyond the automatic 6 month extension and a copy of W-2s from each source of employment, and a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and U.S. income taxes paid.