

Requesting an IRS Tax Return Transcript:

If you filed 2021 income taxes and are unable or choose not to use the IRS Data Retrieval Tool through FAFSA you may request an IRS Tax Return Transcript by using one of the two options:

1. Get a Transcript Online
 1. Go to the [IRS website](#)
 2. Select “Get Your Tax Record”
 3. Click on the blue “Get Transcript ONLINE” button
 4. First time users follow the steps to create an account. Returning users should log in using the user name and password previously created.
 5. Once logged-in select Higher Education/Student Aid from the drop-down box as the reason you need a transcript and enter your student ID number for your Customer File Number, then hit ‘GO’.
 6. From the options given to you select the “2021 Return Transcript”
 7. Your Return Transcript will open in a separate window. If it does not, you may need to change the pop-up settings on your browser.
2. Get a Transcript by Mail
 1. Go to the [IRS website](#) and select “Get Your Tax Record”
 2. Click on the blue “Get Transcript by MAIL” button
 3. Enter the primary tax payer’s information; hit the grey “Continue” button
 4. Select “Return Transcript and 2021”, and provide your student ID number under “Customer File Number”
 5. Hit the grey “Continue” button
 6. If successfully validated, you can expect your requested Tax Return Transcript within 5 to 10 business days
3. Telephone Request
 1. Available from the IRS by calling 1-800-908-9946
 2. Follow the prompts and enter the primary taxpayer’s SSN and the numbers in their street address. Generally, the address that was used on the latest tax return filed with the IRS
 3. Select Option 2 to request an IRS Tax Return Transcript and then enter 2021
 4. Provide your student ID number as your Customer File Number
 5. If successfully validated, you can expect your requested Tax Return Transcript within 5 to 10 business days
4. Paper Request Form—IRS Form 4506T-EZ or IRS Form 4506-T
 1. Download [Form 4506-T](#) or [Form 4506T-EZ](#)
 2. Complete the form and mail or fax the completed form to the appropriate address or fax number provided on page 2. (If using form 4506-T make sure you select option (a) under section 6 for a “Tax Return Transcript”)
 3. Provide your student ID number on line 5b for Customer File Number

Note: If you are requesting an IRS Tax Return Transcript from the IRS you must use the address currently on file with the IRS. Generally, the street address and ZIP Code on the latest tax return filed with the IRS by the tax filer. If your address has changed since you filed your last tax return and it doesn’t match the IRS records. Don’t use your old address. The transcript won’t get forwarded to you. You need to file [Form 8822 Change of Address](#) before you submit [Form 4506-T](#) or [Form 4506T-EZ](#). Generally, it takes four to six weeks to process a change of address.