How to retrieve your Tax Return Transcript

There are three ways to request a copy of your Tax Return Transcript from the IRS.

1. Online Request to Mail
   a. Go to www.irs.gov
   b. Click on Get Your Tax Record
   c. Click the blue button Get Transcript by MAIL
   d. Enter the requested information and click Continue
   e. Choose Return transcript and the tax year requesting from the drop-down menus

2. Online Print the Transcript
   a. Go to www.irs.gov
   b. Click on Get Your Tax Record
   c. Click the blue button Get Transcript ONLINE
   d. Create an account or if you have an account sign in
   e. Choose Return transcript and the year requesting from the drop-down menus

3. By phone
   a. Call 1-800-829-1040
   b. Select appropriate language
   c. At the first automated menu, choose Option 2
   d. At the second automated menu, choose Option 7
   e. Enter the tax payer SSN and follow the prompts

4. By mail
   a. Go to www.irs.gov
   b. Click on Forms & Instructions
   c. Click the link Form 4506-T
   d. Print this form, complete it, and mail it to the address given

5. By FAFSA link
   a. Go to www.FAFSA.gov
   b. Click on Make a correction under returning user
   c. Log in using your FSA ID
   d. Click on the tab for the FAFSA year that you want to link (such as 2017-2018)
   e. Click on Make FAFSA Corrections
   f. Click on the tab “Financial Information”
   g. Answer the question under use the IRS Data Retrieval Tool box and choose Link to IRS
   h. Follow the directions – it will take you to the IRS website
   i. Entered the required information and then choose to transfer to the FAFSA
   j. Submit the correction to the FAFSA – you will receive a confirmation page