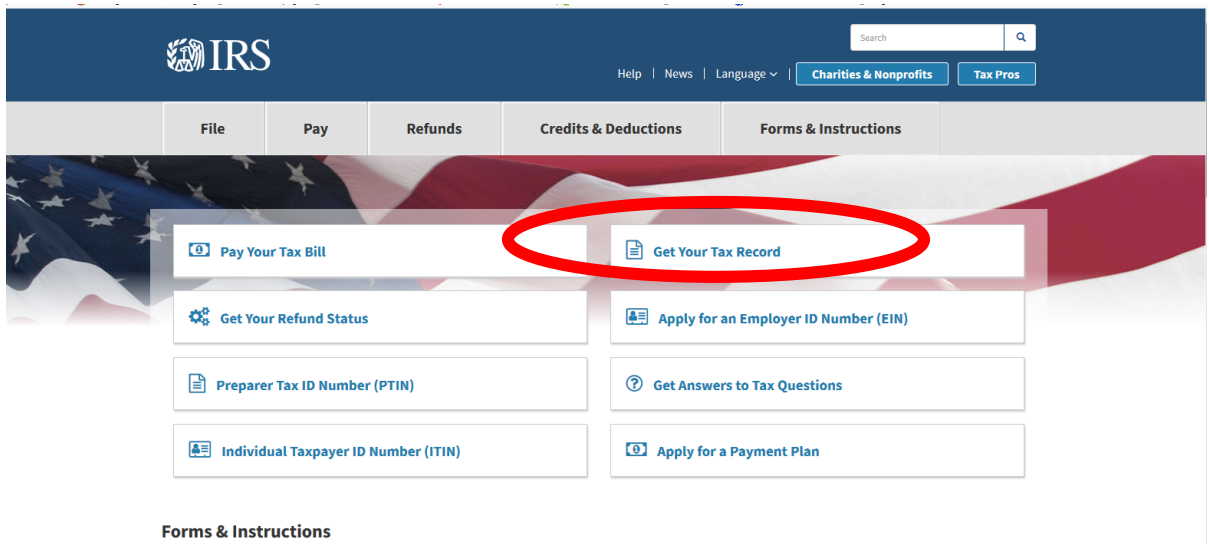


REQUESTING A TAX RETURN TRANSCRIPT

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”



Step 3: Click “Get Transcript by Mail”

Welcome to Get Transcript

English | [Español](#) | [Chinese, Traditional](#) | [Korean](#) | [Russian](#) | [Vietnamese](#)

Individuals

[How to File](#)

[When to File](#)

[Where to File](#)

[Your Information](#)

Tax Record (Transcript)

[Third Party Authorization](#)

[Students](#)

[Military](#)

International Taxpayers

Businesses and Self-Employed

Government Entities



Alert:

Get Transcript Online is unavailable for new users at this time. If you already have an account, please continue the login process. Users can continue to access Get Transcript by Mail. We apologize for any inconvenience.

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

[Get Transcript Online](#)

[Get Transcript by Mail](#)

Related Forms

- [About Form 4506](#)
- [About Form 4506T](#)
- [About Form 4506T-EZ](#)
- [Formulario 4506T-EZ \(SP\), Formulario Abreviado para la Solicitud de un Traslado...](#)

Related Websites

- [Social Security Administration \(SSA\) - My Account](#)
- [Free Application for Federal Student Aid \(FAFSA\)](#)



Click ok

The image shows a screenshot of the IRS.gov website's 'Get Transcript' page. A modal window is displayed in the center, containing a security warning. The modal text 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).'. An 'OK' button is located at the bottom right of the modal and is circled in red. The background page includes the IRS.gov logo, a 'Contact Us | Exit' link, and the 'Get Transcript' heading. Below the heading, there is a note 'All fields are required' and several input fields for 'Social Security N', 'Date of Birth' (with 'Day' and 'Month' dropdowns), 'Street Address', and 'ZIP or Postal Code'. A 'Continue' button is visible at the bottom left of the form area. At the very bottom of the page, there is a link for 'IRS Privacy Policy'.

IRS.gov

Contact Us | Exit

Get Transcript

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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 “2015” for the tax year

IRS.gov [Contact Us](#) | [Exit](#)

Get Transcript by Mail

Type of Transcript [?](#)
Return Transcript ▼

for Tax Year [?](#)
2016 ▼

[Continue](#)

[IRS Privacy Policy](#)

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 “Exit” and start the process over.



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

Get Transcript

We have accepted your request for a 2015 Return Transcript . Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

[Exit](#)

[Request a different transcript](#)