

Requesting a Tax Return Transcript from the IRS

There are three ways to request your **Tax Transcript**: by phone, online, or mail. **Please make sure you request a Tax Return Transcript. DO NOT request a Tax Account Transcript or Record of Account because they cannot be used for financial aid verification purposes.**

- Online Request:
 - Go to www.irs.gov
 - Click "Get Transcript Online."
 - Request the **IRS Tax Return Transcript**, ***NOT*** the IRS Tax Account Transcript.

- Telephone Request:
 - 1-800-908-9946

- Paper Request Form:
 - IRS Form 4506-T