



## IRS Tax Return Transcript Process

Tax filers can request a transcript, free of charge, of their *tax return transcript* from the IRS in one of three ways:

### 1) Request Tax Return Transcript with an online request

<b>To Get transcript online</b> View and print your transcript immediately	<b>Get transcript by mail</b> Transcripts arrive in 5-10 calendar days
<ul style="list-style-type: none"> <li>Available on the IRS Web site at <a href="http://www.irs.gov">www.irs.gov</a></li> <li>In the “Tools” menu click “Get transcript a tax transcript”</li> <li>Click “<i>Get transcript online</i>”</li> <li><b><u>You must first create an account and sign in</u></b></li> <li>Once you have created an account you can then print a “Tax Return Transcript.”</li> <li><b>Please be sure to choose the correct tax filing year</b></li> </ul>	<ul style="list-style-type: none"> <li>Available on the IRS Web site at <a href="http://www.irs.gov">www.irs.gov</a></li> <li>In the “Tools” menu click “Get transcript a tax transcript”</li> <li>Click “<i>Get Transcript by mail</i>”</li> <li>Enter the tax filer’s requested information. Note: Use the exact address that was used on your Income tax return.</li> <li>Click “Continue”</li> <li>In the <b>Type of Transcript</b> field, select “<b>Tax Return Transcript</b>” and in the <b>Tax Year</b> field, select <b>the appropriate tax year.</b></li> <li>After you submit your request, you should receive your tax transcript in 5- 10 days.</li> </ul>

### 2) Request Tax Return Transcript by telephone request

<b>Get transcript by mail</b> Transcripts arrive in 5-10 calendar days
<ul style="list-style-type: none"> <li>Available from the IRS by calling <b>1-800-908-9946</b></li> <li>Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was <b>listed on the tax return filed.</b> However, if an address change has been completed through the US Postal Service, the IRS may not have the updated address on file.</li> </ul>

### 3) Request Tax Return Transcript in person

<b>Visit the IRS Tax Office</b>
<ul style="list-style-type: none"> <li>You may pick up the IRS Return Transcript at the <b>IRS Office, 400 N. 8<sup>th</sup> Street, Richmond, VA</b> (You must call 1-844-545-5640 to make an appointment to pick up Tax Return Transcript).</li> </ul>

*\* Note: When sending your IRS Tax Transcript directly to the school, parents please add your child’s student ID number to the form and forward the form to the school. In addition, we may require a Copy of all W2s for the Student/Spouse and/or Parents.*