

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
 - a. Go to www.irs.gov
 - b. Under the Orange Tools heading, click on Order a Return or Account Transcript
 - c. Click Order a Transcript
 - d. Enter the requested information and click Continue
 - e. Choose Return transcript and the year requesting from the drop-down menus

2. Online Print the Transcript
 - a. Go to www.irs.gov
 - b. Under the Orange Tools heading, click on Get Transcript for My Tax Records
 - c. Click on 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. At the first automated menu, choose Option 2
 - c. At the second automated menu, choose Option 1
 - d. At the third automated menu, choose Option 2 and follow the prompts

4. By mail
 - a. Go to www.irs.gov
 - b. Under the Forms & Pubs heading, click on form 4506-T
 - c. 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. Login
 - d. Click on the tab for the FAFSA year that you want to link (such as 2013-2014)
 - e. Click on Make FAFSA Corrections – and add the requested information
 - f. Click on the tab “ Financial Information”
 - g. Answer the question under use the IRS Data Retrieval Tool box
 - h. Follow the directions – it will take you to the IRS website
 - i. Entered the required information and Click on retrieve my taxes