

Requesting IRS Tax Return Transcript

Online

- Go to www.irs.gov
- Click on “Get Your Tax Record”

The screenshot shows the IRS website interface. At the top, there is a navigation bar with links for Help, News, English, Charities & Nonprofits, and Tax Pros. Below this is a secondary navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. The main content area features a banner image of a smiling couple looking at a laptop, with the text "Helping people understand and meet their tax responsibilities". Below the banner is a section titled "How can we help you?" which contains a grid of service tiles: File Your Taxes for Free, Sign in to Your Account, Get Your Refund Status, Make a Payment, Get Your Tax Record, Find Forms & Instructions, Check Your Federal Tax Withholding, Get Answers to Your Tax Questions, and Apply for an Employer ID Number (EIN).

- Select “Get Transcript Online”
- Log in or create an account with the IRS
- Create an account: you will provide your full name, Social Security Number, date of birth, filing status, mailing address from latest tax return, email address
- Verify your email address
- Verify your identity by providing a personal financial account number
- Verify your phone number (account must have your name on it)
- Create a username and password
- Select the reason for requesting a transcript: “Higher Education/Student Aid”
- Select the 2022 **Return** Transcript (not the Account Transcript)
- Print the return for your records
- Provide a copy to the Financial Aid Office if requested

Requesting IRS Tax Return Transcript

By Mail

- Go to www.irs.gov
- Click on “Get Your Tax Record”

The screenshot shows the IRS website interface. At the top, there is a navigation bar with links for Help, News, English, Charities & Nonprofits, and Tax Pros. Below this is a secondary navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. The main content area features a banner image of a smiling couple with the text "Helping people understand and meet their tax responsibilities". Below the banner is a section titled "How can we help you?" which contains a grid of nine service tiles: File Your Taxes for Free, Sign in to Your Account, Get Your Refund Status, Make a Payment, Get Your Tax Record, Find Forms & Instructions, Check Your Federal Tax Withholding, Get Answers to Your Tax Questions, and Apply for an Employer ID Number (EIN).

- Select “Get Transcript by Mail”
- Enter your Social Security Number, Date of Birth, Street Address, and Zip Code
- Request a “Return” transcript
- Select 2022 as the tax year
- Click “Continue”
- The IRS will process your request in 5-10 days
- Once received:
 - Save the Return Transcript for your record
 - Provide a copy to the Financial Aid Office if requested