



IRS Tax Return Transcript Request Process

(Recommended methods)

Online Request - Get Transcript ONLINE

- Available on the IRS Web site at www.irs.gov
- On the IRS homepage click “Get Transcript of Your Tax Record”
- The tax filer must sign up to create or reactivate his or her account.
- Be sure to choose “**Return Transcript**” or Verification. You can download print or save your transcript immediately.

Online Request - Get Transcript by Mail

- Available on the IRS Web site at www.irs.gov
- On the IRS homepage click “Get Transcript of Your Tax Record”
- Click “Get Transcript by MAIL”
- Acknowledge the disclosure pop up box that appears by clicking “OK”
- Complete the required fields (SSN, DOB etc.) then click “Continue”
- In the **Type of Transcript** field, select “**Return Transcript**” and, in the **Tax Year** field, select “2018”
Click “Continue”
- Tax filers can expect to receive a paper **IRS Tax Return Transcript** within 5-10 business days.
- IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

Telephone Request

- Available from the IRS by calling 1-800-908-9946. To continue in English press 1
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. This will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file. IRS Tax Return Transcripts requested by telephone cannot be mailed to an address other than the address on file with the IRS.
- Select “**Option 2**” to request an **IRS Tax Return Transcript** and then enter “**2018**”.

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.

File Form 4506T

- Download a PDF for the 4506T at: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address. It is the address that IRS will send the Tax Return Transcript. Line 4 should reflect the address as it was shown on your income tax return.
- Line 5 provides tax filer(s) with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. You may choose to have the transcript sent to LTU.
- On line 6 (4506T) 1040, 1040A, 1040EZ. Only one tax form number can be used per request.
- Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.
- Mail or fax the completed IRS Form 4506T to the appropriate address (or FAX number) provided on page 2.
 - Tax Ending Year should be 12/31/2018
 - Sign, date. Sign your name as it appeared on the original tax return. If you changed your name after submitting your tax return, also sign your current name.

NOTE: If any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Forward a copy to the Office of Financial aid. Be sure to include your Banner ID# on all pages