

Financial Aid Office

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IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their 2022 tax return from the IRS in one of two ways.

1. **Online Request:** To order your 2022 transcript online, go to www.irs.gov.
 - Under **How Can We Help You?**, click on **Get Your Tax Record**.
 - Click on Blue Box that reads **Get Transcript Online** to sign in or create a new account with ID.me.

NOTE: IRS tax return transcripts requested online cannot be sent directly to a third party by the IRS.

2. **Alternative to Requesting a Transcript Online:** We recommend requesting a transcript online since that's the fastest method. If you cannot get your transcript online, you can request your IRS Tax Transcript by mail instead.

What You Need

To request a transcript by mail, you need your mailing address from your latest return.

What You Get:

- Tax [transcript types](#) delivered by mail. (You want a copy of your IRS Tax Transcript, not Account Transcript.)
- Transcripts arrive in **5 to 10 calendar days** to your address.

[Get Transcript by Mail](#)

You can also request a transcript by mail by calling the automated phone transcript service at 800-908-9946.

NOTE: Transcripts partially mask your personally identifiable information for protection. Financial data will remain fully visible to allow for tax preparation, tax representation or income verification. Learn more at [About Tax Transcripts](#).

If you need a photocopy of your return, submit [Form 4506-TPDF](#), to request the following:

- Tax Transcript
- Wage and Income Transcript (W-2 Equivalent)
- Verification of Non-Filing letter

CAUTION: The IRS doesn't initiate contact with taxpayers by email, text messages or social media channels to request personal or financial information. Visit [Report Phishing](#) for instructions if you're unsure about the authenticity of any unsolicited communication you receive, other than U.S. mail, claiming to be from the IRS.