

## Requesting an IRS Tax Return Transcript

**Note:** The best method for verifying your tax information on the FAFSA is by using the IRS Data Retrieval Tool (DRT) on your FAFSA. Directions can be found on the other side of this document. If you cannot use the DRT, then you can request a tax return transcript free of charge from the IRS.

### **1. Online Request – Have Transcript Displayed Online**

If you do not have each of the following items, you will have to request a transcript be mailed to you using one of the options below:

1. SSN.
2. Date of Birth.
3. Tax Return Filing Status.
4. Mailing address of latest tax return.
5. Access to a credit card number (not a debit card) or your auto loan account number, mortgage, or home equity line of credit.
6. Mobile phone account (*Your name must be on the account. If you are on a family plan, but you are not listed as the account holder, you will not be able to use the online request feature.*)
7. Active email account.

- Go to [www.irs.gov](http://www.irs.gov).
- Under the Tools heading on the IRS homepage click “Get Transcript of Your Tax Records.”
- Click “Get Transcript Online.”
- Follow each of the following steps for setting up an account and providing the necessary information to have your return transcript displayed electronically.

### **2. Online Request - Get Transcript by MAIL**

- Go to [www.irs.gov](http://www.irs.gov).
- Under the **Tools** heading, click “Get Transcript of Your Tax Records”.
- Click “Get Transcript by MAIL.”
- Click “OK” on the pop up box.
- Complete the required fields, then click “Continue.”
- In the **Type of Transcript** field select “Return Transcript,” and in the **Tax Year** field select the appropriate year, then click “Continue.”
- If successful, you will receive your Tax Return Transcript by mail, within 5 to 10 business days.

**Note:** *IRS Tax Return Transcripts requested online can only be mailed to the address on file with the IRS.*

### **3. Telephone Request**

- Call 1-800-908-9946.
- Follow prompts regarding your Social Security number and your street address.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter the appropriate year.
- If successful, you will receive your Tax Return Transcript by mail, within 5 to 10 business days.

**Note:** *IRS Tax Return Transcripts requested online can only be mailed to the address on file with the IRS.*

### **4. In Person**

- If you live in the Kentuckiana area, you could possibly request a transcript in person **by appointment only** at the Federal Building in downtown Louisville. You will need to call 1-844-545-5640. The address is 600 Dr. Martin Luther King, Jr. Place, Louisville, KY 40202 and the hours are Monday through Friday 8:30 am to 4:30 pm. You will need a state issued photo ID and can only pick up your own transcript.
- If you do not live in the area, you may be able to look up other IRS office locations by going to [www.irs.gov](http://www.irs.gov). Please note that other offices may not offer that option.