



Student ID #



Instructions for Obtaining Tax Transcript from IRS

1. Log onto www.irs.gov
2. Under Tools in the middle of the page, click “Get Transcript of Your Tax Records”
3. Two Options for accessing your tax transcript:
 - a. “Get Transcript Online” to receive it immediately
 - b. “Get Transcript by Mail” to receive it within 5-10 business days (*offered in Spanish too*)
4. Create a Login
5. Complete the requested items

Other Options:

- If you are having trouble requesting the tax transcript, you can call the automated phone transcript service at 1-800-908-9946 to receive it by mail

Potential Issues To Keep In Mind:

- You can't request someone else's tax transcript (e.g., parent's tax transcript); instead, you can only request your transcript and your parents can only pick up their transcript
- You can't use “Get Transcript Online” if you have an Individual Tax Identification Number (ITIN) instead of an SSN
- If you filed your tax return within the last 3-6 weeks, you will be unable to request a tax transcript