

An **IRS Tax Return Transcript** may be obtained through:

- Online Request - Go to www.irs.gov, under the Tools heading on the IRS home page, click "Get a Tax Transcript," then choose either "Get Transcript Online," or "Get Transcript by Mail." By choosing "Get Transcript Online," the user will immediately receive an online PDF version of their IRS Tax Return Transcript. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the electronic IRS income tax return has been accepted by the IRS. Generally, for filers of paper IRS income tax returns, the IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.