

# How to obtain an IRS Tax Return Transcript

(If you are not using the Data Retrieval Tool on [www.fafsa.gov](http://www.fafsa.gov).)

## Request Online

- Available on the IRS Web site at [www.irs.gov](http://www.irs.gov)
- In the **Tools** section of the homepage click “Get Transcript of your Tax Records”
- Request the transcript be mailed to your address on record.
- Under the heading “**Return Transcript**” choose year “**2015**”
- If your tax return has been processed, the transcript will be mailed to you. Allow 7-10 business days to receive.

## Pick Up In Person - Visit your local IRS Office

## Telephone Request

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally 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.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2015**”.
- 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 7 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.