

Requesting IRS Tax Return Transcript

Online

- Go to www.irs.gov
- Click on “Tax Records” under Popular Topics

Popular topics



Payments

Make a payment, apply for a payment plan, and find other options to pay a tax debt.



IRS Free File

Explore your free filing options. IRS Free File is open until Oct. 15.



Tax records

Get your tax return transcripts and other tax records from current and prior years.



Employer ID number (EIN)

Get an EIN, free and direct from the IRS in minutes.



Withholding

Check the amount of tax you want withheld from your pay with our Estimator.



Amended tax return

Submit an amended tax return or check the status of your amended return.

- Select “Sign in to your online account”
- Log in or create an ID.me account with the IRS
 - To set up your account, you’ll need:
 - A personal email address
 - A unique password with at least 8 characters
 - Multifactor authentication protection, like an authentication app, face or touch unlock, or a cell phone with texting
 - To verify your identity, you’ll need:
 - A Social Security number (SS) or individual taxpayer identification number (ITIN)
 - A valid government-issued ID such as a:
 - Driver’s license or state ID
 - Passport or passport card
- Select the reason for requesting a transcript: “Higher Education/Student Aid”
- Select the 2025 **Return** Transcript (not the Account Transcript)
- Print the return for your records
- Provide a copy to the Financial Aid Office if requested

Requesting IRS Tax Return Transcript

By Mail

- Go to www.irs.gov
- Click on “Tax Records” under Popular Topics

Popular topics



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Employer ID number (EIN)

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Withholding

Check the amount of tax you want withheld from your pay with our Estimator.



Amended tax return

Submit an amended tax return or check the status of your amended return.

- Select “Get transcript by mail”
- Enter your Social Security Number, Date of Birth, Street Address, and Zip Code
- Request a “Return” transcript
- Select 2025 as the tax year
- Click “Continue”
- The IRS will process your request in 5-10 days
- Once received:
 - Save the Return Transcript for your record
 - Provide a copy to the Financial Aid Office if requested