

Tax Transcript Information

To obtain an IRS tax return transcript for you and/or your parent, go to www.irs.gov/transcript. You have the option to create an account with the IRS and receive your transcript electronically as a pdf. You can also request to have it mailed to you from this website.

To obtain an immediate PDF version of your tax return transcript, you must first register with the IRS. To complete the registration process, you will need to have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (though no charges will be made to this account. It is strictly for identity verification.). You will receive a confirmation code via email and another via text to finalize the registration process, at which time, you will be able to access your tax information via PDF.

If you are unable to successfully register for Get Transcript Online, please submit an online request to have your information via mail.

Make sure to request the “IRS tax RETURN transcript” and NOT the “IRS tax account transcript.”

You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS tax return was filed) for the tax filer.

It takes up to two weeks for the IRS income information to be available for electronic tax return filers, and up to eight weeks for paper IRS tax return filers. The tax transcript will be sent to you, at which time you need to forward a copy of it to the Financial Aid Office.