



2020-2021 IRS Tax Return Transcript Request

Federal Student Aid Programs

Student Financial Services

400 Saint Bernardine Street

Reading, PA 19607

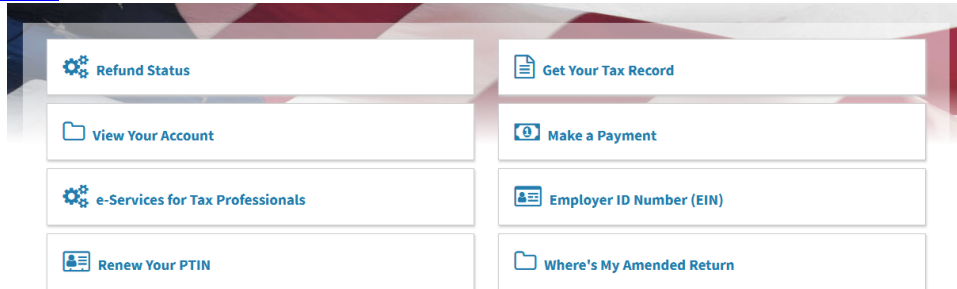
610-796-8201 / 610-796-8336 FAX

sfs@alvernia.edu

Instruction for Requesting the IRS Tax Return Transcript, by mail

Tax filers can request a transcript, free of charge, from the IRS either online or by mail

- ✓ Go To: www.irs.gov, click on “Get Your Tax Record”



- ✓ To Request by Mail, click on “Get Transcript by Mail”

Request Online

What You Need

To register and use this service, you need:

- your SSN, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

[Get Transcript Online](#)

Request by Mail

What You Need

To use this service, you need your:

- SSN or Individual Tax Identification Number (ITIN),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

- ✓ You must agree to the US Government statement for Authorized Use Only

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

[OK](#)

- ✓ Enter Requested Information; Fill in all applicable fields and click “Continue”
(NOTE: If you filed a joint tax return, the person listed first on the return should enter his/her information. All information must match your most recently filed tax return.)



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See our [Privacy Notice](#) regarding our request for your personal information.

All fields are required.

Social Security Number (SSN) or Individual Tax ID Number (ITIN) [?](#)

Date of Birth [?](#)
MM/DD/YYYY

Street Address [?](#)

ZIP or Postal Code [?](#)

- ✓ Be sure to select **RETURN TRANSCRIPT** for the transcript type, and to select **2018** for the tax year and click “Continue”

Get Transcript by Mail

Select Transcript Type [?](#)

☐ Account Transcript

☒ Return Transcript

Select Tax Year [?](#)

☒ 2018

☐ 2017

☐ 2016

☐ 2015

Customer File Number [?](#)
Numeric input only (0-9)

- ✓ If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in his/her online request, within **5 to 10 days** from the time the online request was successfully transmitted to the IRS.

Get Transcript by Mail

We have accepted your request for a 2017 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.



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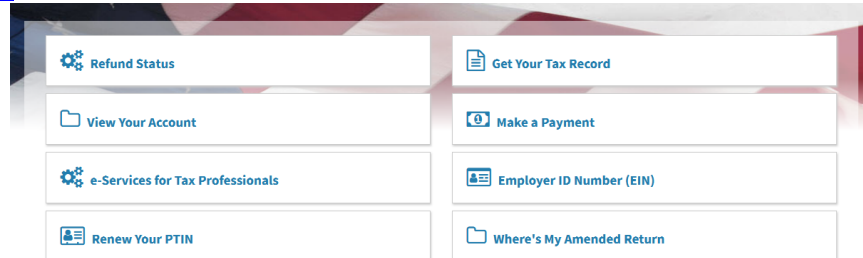
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- ✓ To Request by Mail, click on “Get Transcript Online”

- ✓ You will need to create an IRS Account or Log In with an existing IRS Account

Sign Up

Don't have an account? Create one now.

[CREATE ACCOUNT](#) >

Log In

Already have a username? Welcome back!

Username

[LOG IN](#) >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

- ✓ If Creating a New Account, you will need the following

- Full Name
- Email
- Date of Birth
- Social Security Number (SSN) or Individual Tax Identification Number (TIN)
- Tax Filing Status
- Current Address
- and One of the following:
 - Credit Card, Student Loan, Mortgage or Home Equity Loan, Home Equity Line of Credit, or Auto Loan
 - You will only need to provide the loan account number or a few digits from a credit card number. We only use this information to verify your identity. You will not be charged any money and you are not sharing any account balances or other financial information with the IRS.



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- A soft inquiry will show up on your credit report to let you know that the IRS accessed your credit report information. This will not increase or decrease your credit score and lenders will not be able to see this.
- If you have placed a credit security freeze with Experian (or other credit bureau), you must contact each credit bureau to have the freeze temporarily removed before continuing. Once registration is complete, you may resume the freeze with the credit bureau(s).

- ✓ Once logged in, you will need to select a reason for the transcript, choose Higher Education/Student Aid

Get Transcript

Select a reason you need a transcript: Higher Education/Student Aid

- ✓ Choosing Higher Education/Student Aid, will automatically put a box around the transcript needed

Get Transcript

Select Transcript Type ?

☒ Account Transcript

☐ Return Transcript

Select Tax Year ?

☒ 2018

☐ 2017

☐ 2016

☐ 2015

Customer File Number ?

Numeric input only (0-9)

- ✓ You will want to click on **2018** under the **RETURN TRANSCRIPT**
- ✓ Once the PDF is open, you will want to **print the document** or **save the document as a PDF** to computer, so it can be attached in an email.