



# 2021-2022 IRS Tax Account Transcript Request

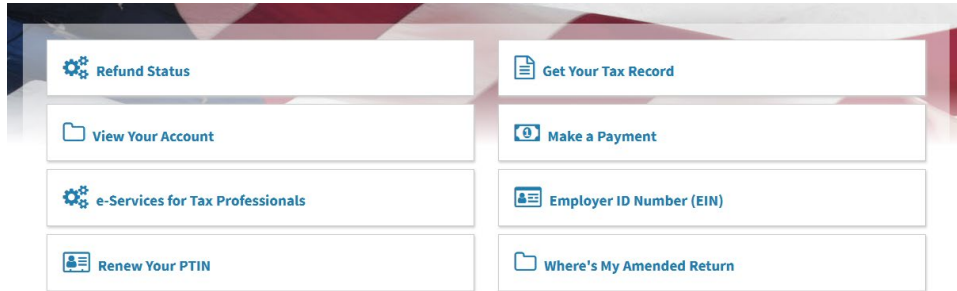
## Federal Student Aid Programs

Student Financial Services  
400 Saint Bernadine St, FH 203  
Reading, PA 19607  
610-796-8201 / 610-796-8336 FAX  
[sfs@alvernia.edu](mailto:sfs@alvernia.edu)

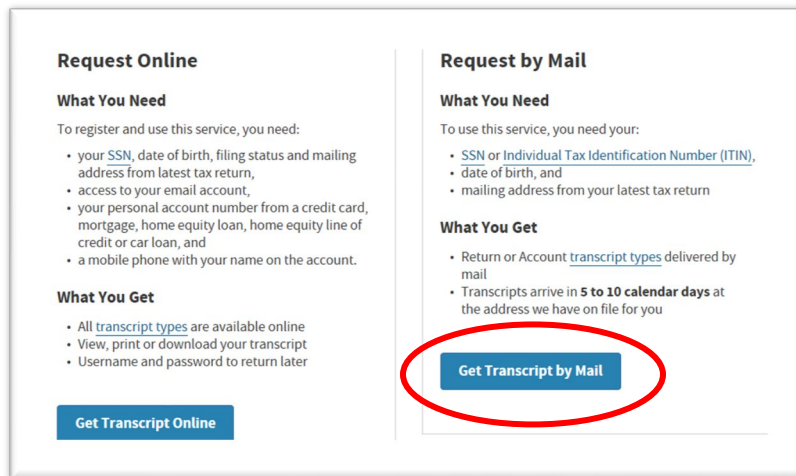
### Instruction for Requesting the IRS Tax Account Transcript, by mail

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

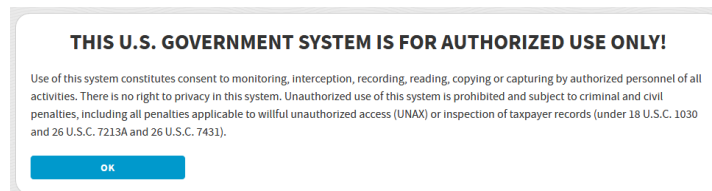
- ✓ Go To: [www.irs.gov](http://www.irs.gov), click on “Get Your Tax Record”



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



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





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- ✓ 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.**)

**Get Transcript by Mail**

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** ?

**CONTINUE**

- ✓ Be sure to select **ACCOUNT TRANSCRIPT** for the transcript type, and to select **2019** for the tax year and click “Continue”

**Get Transcript by Mail**

**Select Transcript Type** ?

**Account Transcript**

**Return Transcript**

**Select Tax Year** ?

**2019**

**2018**

**2017**

**2016**

**Customer File Number** ?

Numeric input only (0-9)

**CONTINUE**

- ✓ If successfully validated, tax filers can expect to receive a paper IRS Tax Account 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.

**EXIT** **REQUEST A DIFFERENT TRANSCRIPT**



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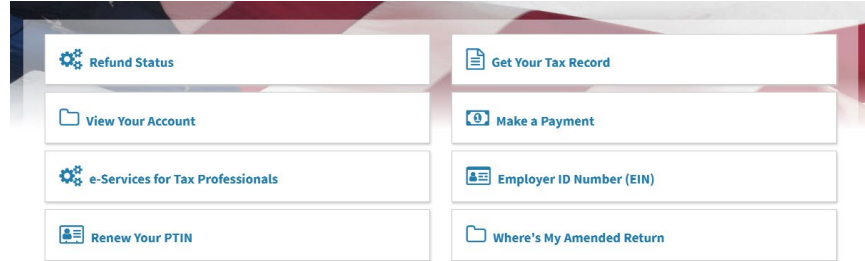
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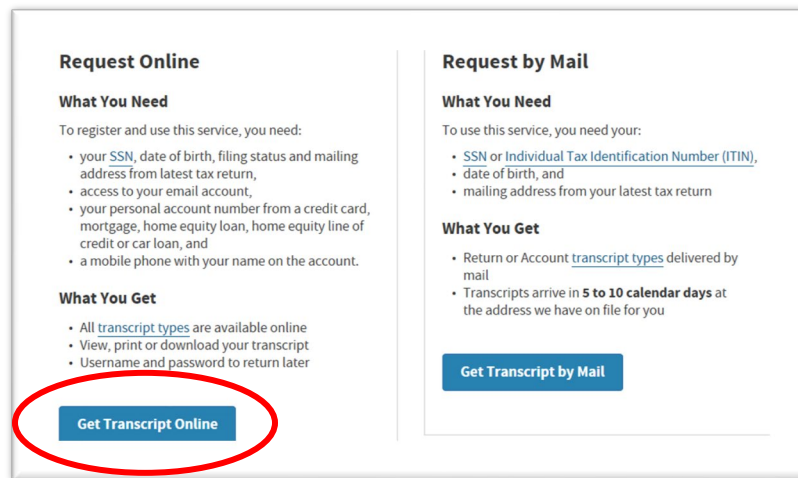
### Instruction for Requesting the IRS Tax Account Transcript, online

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

- ✓ Go To: [www.irs.gov](http://www.irs.gov), click on “Get Your Tax Record”



- ✓ 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



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- 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.*
  - *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 ▾

Customer File Number:  GO >

✓ Choosing Higher Education/Student Aid, will automatically put a box around the Return Transcript, however, you will be making your selection under the Account Transcript options

You selected: **Higher Education/Student Aid**  
 We suggest you download: **Return Transcript**

Below are the transcripts and years available.

Return Transcript	Record of Account Transcript	<b>Glossary</b>  <b>Return Transcript</b> Tax Return Transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return. In many cases a Return Transcript will meet the requirements of lending institutions offering mortgages and student loans.  <b>Record of Account Transcript</b> Record of Account Transcripts combine the information from tax
2019	2019	
2018	2018	
2017	2017	
2016	2016	
Account Transcript	Wage & Income Transcript	
2019	2019	
2018	2018	
2017	2017	
2016	2016	
<a href="#">Show All</a>	<a href="#">Show All</a>	

- ✓ You will want to click on **2019** under the **ACCOUNT 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.