

# Do you need an IRS Tax Return Transcript? Here's how to get yours

There is no fee for obtaining your IRS Tax Return Transcript and you can request one in three ways:



## 1 BY MAIL:

Use IRS Form 4506T (Request for Transcript of Tax Return). Allow plenty of time for mailing (both ways) and IRS processing, which can take 10-14 days.

## 2 BY PHONE:

Call the IRS toll-free at 800-908-9946 between the hours of 7 a.m. and 7 p.m. Eastern Standard Time. Allow 5- 10 business days for delivery.

## 3 ONLINE:

Visit the IRS website at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) and choose "Tax Return Transcript." *Note: Not all students/families will qualify to get an online transcript.*

- You will need your Social Security Number or IRS Individual Taxpayer Identification Number, your date of birth, street address and ZIP code to order.
- Mail, fax, email or bring a copy of your transcript to our office and note the student's 8-digit UMID number on the form.
- Only the IRS Tax Return Transcript meets this requirement. The IRS Account Transcript is NOT acceptable.



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**Are you having difficulty obtaining your tax transcript? Contact us at 734-763-6600**