

# Request IRS Tax Return Transcript

1. Visit [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript).

2. Click **Get Transcript ONLINE** **OR** **Get Transcript by MAIL**

Get Transcript Online

OR

Get Transcript by Mail

3. Register in order to use the free IRS online service.  
You will need:

- Demographic information
  - Full name
  - Birthdate
  - Social Security Number
  - Address
  - Mobile phone number
- Tax filing status
- Partial financial account information:
  - Credit card, OR
  - Mortgage/home equity loan, OR
  - Home equity line of credit, OR
  - Auto loan

4. Select **Higher Education/Student Aid** from the menu.

Welcome Signed in as: YOUR NAME | Profile | Sign Out

Get Transcript

Select a reason you need a transcript: Select Reason GO

- Select Reason
- Higher Education/Student Aid
- FEMA/Disaster Related
- State or Local Tax Issue
- Mortgage Related
- State Licensing
- Income Verification
- Federal Tax
- Small Business Loan
- Health Care
- Immigration
- Housing Assistance
- Other

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5. Select the **year** from the **Return Transcript** box.

Welcome Signed in as: YOUR NAME | Profile | Sign Out

Get Transcript

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

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
2015	2015
2014	2014
2013	2013
2012	2012

Account Transcript	Wage & Income Transcript
2015	2015
2014	2014
2013	2013
2012	2012

3. Complete all fields to enter your personal information, then click **Continue**.

IRS.gov Contact Us | Exit

Get Transcript Exit Cancel Continue

All fields are required

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

Date of Birth ?

Street Address ?

ZIP or Postal Code ?

Continue

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4. Select **RETURN TRANSCRIPT** as the Type of Transcript needed. Next, select the **Tax Year** requested, then click **Continue**.

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Get Transcript

Type of Transcript ?

Return Transcript

Tax Year ?

Select

Continue

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5. Click **Exit** and expect it to arrive within 5-10 days. Once received, submit with student name and Grizzly ID number to Student Financial Services.

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Order a Transcript

We have accepted your request for a 2011 Account 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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