

How to Obtain an IRS Tax Return Transcript

Visit <https://www.irs.gov/individuals/get-transcript>

The screenshot shows the IRS 'Get Transcript' page. At the top, there are navigation tabs: File, Pay, Refunds, Credits & Deductions, and Forms & Instructions. Below these is a breadcrumb trail: Home > File > Individuals > Your Information > Get Transcript. The main heading is 'Welcome to Get Transcript'. On the right, there are language options: English, Español, 中文(繁體), 한국어, Русский, and Tiếng Việt. On the left, a sidebar lists categories: Individuals (with sub-links: How to File, When to File, Where to File, Your Information, Tax Record (Transcript), Third Party Authorization, Students, Employees, Parents, Military, Seniors & Retirees), International Taxpayers, Businesses and Self-Employed, and Government Entities. The main content area features a 'WHAT'S NEW?' section with an information icon and a paragraph about a new transcript format. Below this is a paragraph explaining that various Form 1040-series transcript types can be requested online or by mail, and that the method used affects transcript availability. Two callout boxes are present: 'Request Online' and 'Request by Mail'. The 'Request Online' box lists requirements (SSN, email, personal account) and benefits (online availability, print/download, username/password). The 'Request by Mail' box lists requirements (SSN/ITIN, date of birth, mailing address) and benefits (mail delivery, 5-10 day arrival). At the bottom of each box is a button: 'Get Transcript Online' and 'Get Transcript by Mail'. Two large purple arrows point from the 'Request Online' box to the 'Request by Mail' box.

Select “Request Online” or “Request by Mail” to receive your IRS Tax Return Transcript

*Transcripts arrive in **5 to 10 calendar days** at the address the IRS has on file for the student

Create an IRS login account to register for your transcript

*If you prefer to request your IRS Tax Return Transcript by phone, call 1-800-908-9946

Save a “return transcript” for your personal files

Upload the “return transcript” to SEU’s Secure File Upload Portal at <https://www.steu.edu/secureupload>