


# Requesting an IRS Tax Return Transcript online, by mail, or by phone.

There are two ways to obtain your Tax Return Transcript from the IRS. You can either create an IRS account which requires a photo ID, or you can request the IRS to mail you a hard copy. Either option is acceptable for providing the Tax Return Transcript that HESAA requested for your State eligibility verification. Please see below for instructions on both methods. **Note: If you choose the Mail Request, be sure to leave enough time for the IRS to send your documents.**

Note: HESAA does not consider personal copies of your federal tax return acceptable documentation.

## Requesting an IRS Tax Return Transcript online

**STEP 1**



Visit [www.irs.gov](http://www.irs.gov)

**STEP 2**

**Get Your Tax Record**

Under “How can we help you?” or “File”, select the “Get Your Tax Record” option

**STEP 3**






**Get Transcript Online**

Click on the “Get Transcript Online” icon

- Next, click on ID.me Create an account or sign in with an existing account
- You will be prompted to register in order to use this service, click “Continue”
- Gather the requested information on the screen in order to start the registration process, click “Continue”
- During registration a confirmation code will be sent to your email and cell phone number to complete your registration
- On the “Get Transcript” screen under “Select a reason you need a transcript” select “Higher Education/Student Aid”
- Select the appropriate tax year under “Return Transcript” then click “Continue”

### Important Tips

Remember to keep a copy of your tax RETURN TRANSCRIPT for your records before you submit it. When requesting the IRS Federal Tax Return Transcript, please remember that it is the tax RETURN TRANSCRIPT, NOT the RECORD of ACCOUNT TRANSCRIPT, ACCOUNT TRANSCRIPT, or WAGE & INCOME TRANSCRIPT.

Return Transcript	Record of Account Transcript	Account Transcript	Wage & Income Transcript
2022 	N/A	2022	2022
2021 		2021	2021
2020		2020	2020
2019		2019	2019

## Requesting an IRS Tax Return Transcript by mail online

Follow steps **ONE** and **TWO** above. Step **THREE** click on the “Get Transcript by Mail”

Fill in all fields

Get Transcript by Mail

All fields are required.

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

Date of Birth

Street Address

ZIP or Postal Code

[CONTINUE](#)

Select “Return Transcript” and “Tax Year”

*Financial aid requires your 2023 tax return transcript to determine eligibility in the 2024-25 academic year.*

Select Transcript Type

Account Transcript

Return Transcript

Select Tax Year

2022

2021

2020

2019

Customer File Number

Numeric input only (0-9)

Please allow **5-10 days** to receive your transcript

**Get Transcript by Mail**

We have accepted your request for a 2020 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](#)

## Requesting an IRS Tax Return Transcript by phone

Call the IRS at **1-800-908-9946** then follow the menu prompts.