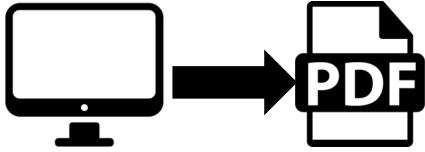


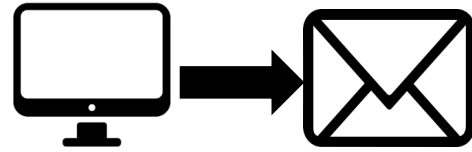
# How to order an IRS Tax Return Transcript

**What is an IRS Tax Return Transcript?** A tax return transcript shows most line items including AGI from an original tax return (Form 1040) as filed, along with any forms and schedules. Tax filers can request this transcript, free of charge, from the IRS in one of four ways:



## Online Request for downloadable PDF

1. Go to <https://irs.gov/Individuals/Get-Transcript>
2. Select **Get Transcript ONLINE**
3. The tax filer must Create a Login by clicking GET STARTED
4. The tax filer will now set up the Personal Information
5. Enter Confirmation Code received from email and click CONTINUE
6. Complete the Personal Information and select Proceed as guest and click CONTINUE
7. Answer authentication questions (which vary by person) and click CONTINUE
8. Select a reason you need a transcript (Higher Education/Student Aid). No customer file number is needed. Click GO.
9. Select the "**RETURN TRANSCRIPT**" for the year(s) being requested.
10. Make sure to save it as a PDF for your records.
11. Submit the Tax Return Transcript to Binghamton University Financial Aid office. Make sure to include the student's name and B Number on the document.



## Online Request for mailed paper copy

1. Go to <https://irs.gov/Individuals/Get-Transcript>
2. Select **Get Transcript BY MAIL**
3. Read the security prompt and click OK
4. Enter the tax filer's SSN, Date of Birth, and street address (must match the tax return)
5. Select "Return Transcript" then pick the year being requested. No Customer File Number is needed. Click Continue.
6. If you need multiple years, then click "Request a Different Transcript." If not, click Exit.
7. Allow 5-10 days to receive the paper transcript in the mail.
8. Submit the Tax Return Transcript to Binghamton University Financial Aid office. Make sure to include the student's name and B Number on the document.



## Phone Request

1. Call the IRS at **1-800-908-9946**
2. Follow prompts to enter your SSN and address.
3. Select Option 2-- request to receive a transcript of your tax return.
4. Enter the tax year requested (2021, 2022, etc).
5. No customer file number is required for this process.
6. Confirm the details of your request before hanging up.
7. Tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided on their request within 5 to 10 days.
8. Submit the Tax Return Transcript to Binghamton University Financial Aid office. Make sure to include the student's name and B Number on the document.



## Paper Request Form

IRS Form 4506T-EZ

1. Download **IRS Form 4506T-EZ** at: <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
2. Complete lines 1 - 4, following the instructions on page 2 of the form.
  - Line 3: enter the street address and zip code. Use the address currently on file with the IRS.
  - Line 4 and 5: Complete if applicable (see instructions on page 2 of the form)
  - Line 6: Enter the tax year requested (2021, 2022, etc.)
3. The tax filer must sign and date the form and enter their telephone number.
4. Mail or fax the completed IRS Form 4506T-EZ to the address provided on page 2 of Form 4506T-EZ.
5. If the 4506T-EZ information is successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided on their request within 5 to 10 days.
6. Submit the Tax Return Transcript to Binghamton University Financial Aid office. Make sure to include the student's name and B Number on the document.