

Go to the irs website at [www.irs.gov](http://www.irs.gov)

**Step 1:** Click on “get a tax transcript”

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File Your Tax Return | Get Your Refund Status | Pay Your Tax Bill | IRS.gov En Español

**Forms and Pubs**  
1040 | Pub 15  
1040EZ | Pub 17  
W-4 | 941  
W-9 | Tax Table  
1099-MISC | Find Forms  
More ...

**Hot Topics**  
Notify us of an address change  
Correct or amend your return  
What to do with a notice or letter  
Make a no-fee electronic payment  
Affordable Care Act  
More ...

**Tools**  
Apply for an online payment  
Get a tax transcript  
Apply for an employer ID number  
Change your tax withholding  
Check status of your amended return  
More ...

**News**  
Scam Alert: Fake "Federal Student Tax"  
Tax Pros Can Earn CPE Credits at Nationwide Tax Forums  
E-file, Free File Still Available  
My Retirement Account (myRA)  
More ...

**Phishing & Tax Scams**  
ALERT: Scam artists continue to impersonate IRS. The tax deadline has come and gone but scams continue. Know the signs of a tax scam.  
Consumer Alert: Recent phishing schemes. The IRS has seen a 400 percent surge in phishing and malware incidents so far this tax season.  
ALERT: New scam targets tax preparers. Tax pros, see tips on how to safeguard client info and protect computer systems from cybercriminals.

**Social Media**  
TAX TIPS: Received a Letter from the IRS?

**Step 2:** Click on “Get transcript by Mail” or “Get Transcript Online”

Filing | Payments | Refunds | Credits & Deductions | News & Events | Forms & Pubs | Help & Resources | for Tax Pros

Employees | Self-Employed | International Taxpayers | Military | Parents | Seniors & Retirees | Students

## Welcome to Get Transcript

In keeping with standard industry practices, we are evaluating our new secure access process for Get Transcript Online. Randomly selected page visitors are offered a Get Transcript Online option. All page visitors may use the Get Transcript by Mail option.

You can get various [transcript types](#) online or through the mail. The method you used to file your return and whether you have a refund or balance due, affects when a [current year transcript](#) is available. **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

**Get Transcript ONLINE**

**What You Need**  
To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your credit card number or account number from an auto loan, mortgage, home equity loan or home equity line of credit, and
- a mobile phone with your name on the account.

**What You Get**

- View, print or download your transcript
- [Transcript types](#) available online
- Username and password to return later

**Get Transcript by MAIL**  
Get Transcript by Mail [en Español](#)

**What You Need**  
To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

**What You Get**

- Transcripts arrive in 5 to 10 calendar days at the address we have on file for you
- [Transcript types](#) available by mail

**Related Forms**

- ▶ Form 4506, Request for Copy of Tax Return
- ▶ Form 4506-T, Request for Transcript of Tax Return
- ▶ Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript
- ▶ Formulario 4506T-EZ (SP), Formulario Abreviado para la Solicitud de un Trasunto de la Declaracion de Impuestos Personales

**Related Links**

- ▶ Social Security Administration (SSA) - My Account
- ▶ Free Application for Federal Student Aid (FAFSA)

If you click on get transcript online you will need to follow the prompts to create an account.

If you click on get transcripts by mail then you will get the following screen. Just click “ok” as that is letting you know you are using a government site.

The screenshot shows the IRS.gov 'Get Transcript' page. At the top left is the IRS logo and '.gov' text. At the top right are links for 'Contact Us' and 'Exit'. Below the header, the page title is 'Get Transcript' with links for 'En Español' and 'Privacy Notice'. A red notice states 'All fields are required'. The form includes fields for 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)', 'Date of Birth' (with dropdowns for Day and Month), 'Street Address', and 'ZIP or Postal Code'. A 'Continue' button is at the bottom left. A modal dialog box titled 'Message from webpage' is overlaid on the form, containing a warning icon and the following text: 'THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY! Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).'. An 'OK' button is at the bottom right of the dialog box. At the bottom of the page is a link for 'IRS Privacy Policy'.

Step 3: Fill out all the fillable fields with the SSN, DOB, address, and zip code. This is very specific and needs to be exactly like it appears on the tax transcript.

Hit continue.

Step 4: You will need to choose which transcript you want. You will need 2015 tax return transcripts if you are applying for the Fall 2017 semester.

 [Contact Us](#) | [Exit](#)

## Get Transcript

Type of Transcript [?](#)

Select
Account Transcript
Return Transcript
Select

 [Contact Us](#) | [Exit](#)

## Get Transcript

Type of Transcript [?](#)

Return Transcript
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for Tax Year [?](#)

Select
2015
2014
2013
2012

 [Contact Us](#) | [Exit](#)

## Get Transcript

We have accepted your request for a 2015 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.