



Central Alabama Community College

IRS Income Tax Transcript Request Process

Tax filers can request a transcript, free of charge, of their federal tax return from the IRS. This process is the same for the parent/student or the student/spouse.

Online Request

- Available on the IRS Web site at www.irs.gov
- In the Tools section of the homepage, click “Get Transcript of Your Tax Records.”
- Click “Get Transcript ONLINE,” then click OK
- Click “CREATE AN ACCOUNT.”
- **Step 1 of 6** – Enter your Name and Email; click “SEND EMAIL CONFIRMATION CODE.”
- **Step 2 of 6** – Retrieve your Confirmation Code from your email and enter it; then click “**Verify Email Confirmation Code.**”
- **Step 3 of 6** – Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. This will be the address listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file. Click “Continue.”
- **Step 4 of 6** – Answer a series of questions. You will then receive an email that your “User profile has been successfully created.”
- **Step 5 of 6** – Select “Higher Education/Student Aid” and the year under “Return Transcript.”
- **Step 6 of 6** – Print your Tax Return Transcript.

Telephone Request

- Available from the IRS by calling 1.800.908.9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter the appropriate tax year.
- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 business days from the date of the telephone request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.