

Ways to Request IRS Tax Return Transcript or W2s

NOTE: For all these ways if any information does not match IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Requests through the IRS Website

- Log on to <https://www.irs.gov/individuals/get-transcript>.
- 2 choices here: “Get Transcript ONLINE” or “Get Transcript by MAIL.”
 - “Get Transcript ONLINE” allows you to print the transcript immediately **if you have all the information** the IRS uses to verify your identity. Please read the section “WHAT YOU NEED.”
 - If you select “Get Transcript by MAIL,” the IRS will mail the transcript to you within 5-10 calendar days.
- If you are not able to use the IRS data retrieval tool in your FAFSA, request a **tax return** transcript, **not** a tax account transcript.
- If you need W2s or 1099s, request a wage and income transcript.

Paper Request Form – IRS Form 4506-T

- Open a fillable PDF for the 4506-T at <https://www.irs.gov/uac/about-form-4506t>.
- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. If you want to have the IRS mail the transcript directly to Vincennes University, use this address:
*Student Financial Services, Vincennes University, 1002 N. 1st St., Vincennes, IN 47591
(Telephone: 812-888-4361)*
The IRS will send the transcript only to the address listed on Line 5.
- On line 6, enter the 4-digit tax form for the transcript you need. Most will enter 1040.
- Click the check box on the right side of the page for 6a—Return Transcript.
- If you want copies of W2s/1099s, click the check box on the right side of line 8.
- Click the box to the left of the attestation above the signature line & enter your telephone number.
- Print and then sign and date the form. (You could save a copy to your computer.)
- Mail or fax the completed IRS Form 4506-T to the appropriate address or fax number provided on page 2 of IRS Form 4506-T. (We often have to make multiple attempts using the fax number.)
- Tax filers can expect to receive their IRS Tax Return Transcript within 10 business days from the time the IRS receives and processes their signed request. However, if a third party is identified on line 5, the third party can expect to receive the tax filer’s IRS Tax Return Transcript within 10 business days from the time the IRS receives and processes the signed request.