

REQUESTING AN IRS TAX RETURN TRANSCRIPT



NOTE: HESAA DOES NOT CONSIDER PERSONAL COPIES OF YOUR FEDERAL TAX RETURN ACCEPTABLE DOCUMENTATION.

- Visit www.irs.gov
- Select “Get Your Tax Record”

The screenshot shows the IRS website interface. At the top is the IRS logo and a search bar. Below the logo are links for 'Help', 'News', 'Language', 'Charities & Nonprofits', and 'Tax Pros'. A navigation bar contains 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The main content area features several service tiles. The tile 'Get Your Tax Record' is circled in red, and a large red arrow points to it from the right. Other tiles include 'Pay Your Tax Bill', 'Get Your Refund Status', 'Preparer Tax ID Number (PTIN)', 'Individual Taxpayer ID Number (ITIN)', 'Apply for an Employer ID Number (EIN)', 'Get Answers to Tax Questions', and 'Apply for a Payment Plan'.

- You can then select “Get Transcript Online” or “Get Transcript by Mail”

Get Transcript Online

Get Transcript by Mail

To request an IRS Tax Return Transcript by phone call the IRS at 1-800-908-9946

IMPORTANT TIPS

- Remember to keep a copy of your tax RETURN TRANSCRIPT for your records before you submit it.
- If requesting by mail, it will be printed on both sides, make sure to copy both sides.
- If requesting by mail, allow 5-10 days to receive the transcript at the address the IRS has on file for you.
- When submitting tax RETURN TRANSCRIPT(S), be sure to include the student's name and NJ HESAA ID Number or Social Security Number.
- When requesting the IRS Federal Tax Return Transcript, please remember that it is the **TAX RETURN TRANSCRIPT** and **NOT** the **ACCOUNT TRANSCRIPT**. See images below:

