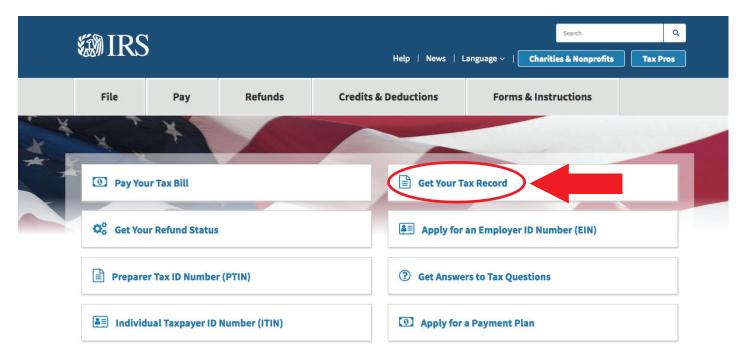
## REQUESTING AN IRS TAX RETURN TRANSCRIPT



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

- · Visit www.irs.gov
- Select "Get Your Tax Record"



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:



