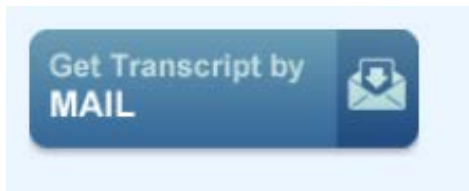


Requesting an IRS Tax Return Transcript online is easy!

Note: HESAA does not consider personal copies of your federal tax return acceptable documentation.

Requesting an IRS Tax Return Transcript online

- Visit www.irs.gov.
- Under **TOOLS**, select the "Get a Tax Transcript by Mail" option.
- Click on the "Get Transcript by Mail" icon.



- Enter required information exactly as it appears on your tax return (SSN, date of birth, street address and zip code) then click "Continue".
- Enter the required data to request a "Return Transcript" which is the second option on the drop down menu.
- Select the appropriate tax year then click "Continue".



The screenshot shows the IRS.gov website header with the IRS logo and 'Contact Us | Exit' link. Below the header is the 'Get Transcript' section. It features a 'Type of Transcript' dropdown menu with options: 'Select', 'Account Transcript', and 'Return Transcript'. A 'Tax Year' dropdown menu is also present with a 'Select' option. A 'Continue' button is located below the dropdowns. A small label 'Select Transcript Type' is positioned between the two dropdowns.

- Allow 5-10 days to receive the transcript in the mail. The transcript will be sent to the address the IRS has on file for you.

IMPORTANT TIPS

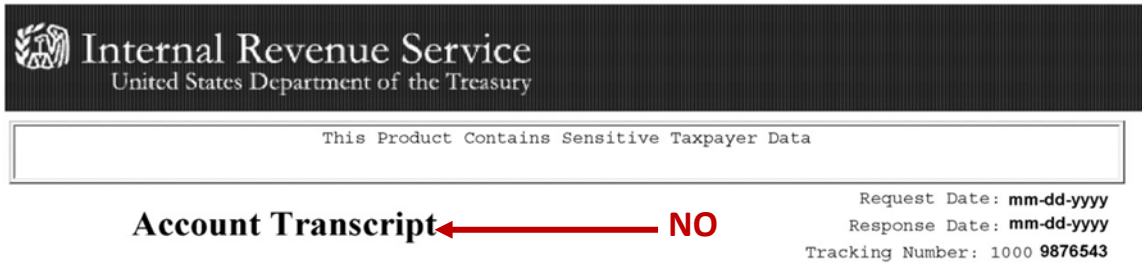
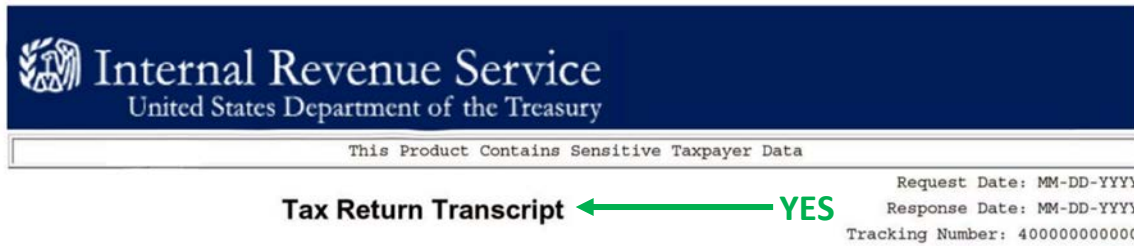
- Remember to keep a copy of your tax RETURN TRANSCRIPT for your records before you submit it.
- If requesting by mail, it will be printed on both sides, make sure to copy both sides.
- When submitting tax RETURN TRANSCRIPT(S), be sure to include the student's name and Social Security Number or Customer ID # on the Transcript(s).

Requesting an IRS Tax Return Transcript by mail

Download and print the “Request for Transcript of a Tax Return” form 4506-T by visiting: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Follow the instructions on the form and mail it to the address provided on the instructions. Do not mail form 4506-T to HESAA.

IMPORTANT TIP

When requesting the IRS Federal Tax Return Transcript, please remember that it is the tax **RETURN TRANSCRIPT**, **NOT** the **Account Transcript**. See images below:



Requesting an IRS Tax Return Transcript by phone

Call the IRS at 1-800-908-9946 then follow the menu prompts.