

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 "File", select the "Get Your Tax Record" option.
- Click on the "Get Transcript online" icon.

Get Transcript Online

- Click on "Create Account"



Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

- You will be prompted to register in order to use this service, click "Continue"

Before we get started, we're going to ask you some simple questions to make sure you have everything you need.

CONTINUE >

- 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".

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 full name and NJHESAA 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:

The image displays two versions of the IRS Form 4506-T, "Request for Transcript of a Tax Return". Both forms feature the IRS logo and the text "Internal Revenue Service, United States Department of the Treasury". A banner across the top of each form states "This Product Contains Sensitive Taxpayer Data".

Top Form (Tax Return Transcript): This form is for a "Tax Return Transcript". A green arrow points from the word "YES" to the "Tax Return Transcript" label. The form includes fields for "Request Date: MM-DD-YYYY", "Response Date: MM-DD-YYYY", and "Tracking Number: 400000000000".

Bottom Form (Account Transcript): This form is for an "Account Transcript". A red arrow points from the word "NO" to the "Account Transcript" label. The form includes fields for "Request Date: mm-dd-yyyy", "Response Date: mm-dd-yyyy", and "Tracking Number: 1000 9876543".

Requesting an IRS Tax Return Transcript by phone

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