

Requesting an IRS Tax Return Transcript online, by mail, or by phone.

There are two ways to obtain your Tax Return Transcript from the IRS. You can either create an IRS account which requires a photo ID, or you can request the IRS to mail you a hard copy. Either option is acceptable for providing the Tax Return Transcript that HESAA requested for your State eligibility verification. Please see below for instructions on both methods.

Note: If you choose the Mail Request, be sure to leave enough time for the IRS to send your documents.

Requesting an IRS Tax Return Transcript online



- Next, click on [Create a new account](#) or sign in with an existing account
- You will be prompted to register in order to use this service, click “Continue”
- Gather the requested information on the screen in order to start the registration process, click “Continue”
- During registration a confirmation code will be sent to your email and cell phone number to complete your registration
- On the “Get Transcript” screen under “Select a reason you need a transcript” select “Higher Education/Student Aid”
- Select the appropriate tax year under “Return Transcript” then click “Continue”

Important Tips

Remember to keep a copy of your tax RETURN TRANSCRIPT for your records before you submit it. When requesting the IRS Federal Tax Return Transcript, please remember that it is the tax RETURN TRANSCRIPT, NOT the RECORD of ACCOUNT TRANSCRIPT, ACCOUNT TRANSCRIPT, or WAGE & INCOME TRANSCRIPT.

Return Transcript	Record of Account Transcript	Account Transcript	Wage & Income Transcript
2024	N/A	2024	2024
2023		2023	2023
2022		2022	2022
2021		2021	2021

Requesting an IRS Tax Return Transcript by mail online

Follow steps **ONE** and **TWO** above. Step **THREE** click on the “Get Transcript by Mail”

Fill in all fields

Get Transcript by Mail

All fields are required.

Social Security Number (SSN) or Individual Tax ID Number (ITIN)

Date of Birth

Street Address

ZIP or Postal Code

Select “Return Transcript” and “Tax Year”

Financial aid requires your 2024 tax return transcript to determine eligibility in the 2026-27 academic year.

Select Transcript Type

Account Transcript

Return Transcript

Select Tax Year

2023

2022

2021

2020

Customer File Number

Numeric input only (0-9)

Please allow **5-10 days** to receive your transcript

Get Transcript by Mail

We have accepted your request for a 2024 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records

Requesting an IRS Tax Return Transcript by phone

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