

INSTRUCTIONS ON REQUESTING A RETURN TRANSCRIPT

If a married couple filed separately, you will need to request two separate forms, one for each spouse

Online Request

Available at <https://www.irs.gov/individuals/get-transcript>

- Click “**Get Transcript Online**” If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – use alternate methods (telephone or paper)
- Follow instructions for creating an account or log in. To create an account, you will need your Social Security Number or Individual Tax Identification Number, email address, birthdate, mailing address from latest tax return, tax filing status, [account number](#) for loan or credit card associated with your name, and mobile phone associated with your name.
- Select “**Return Transcript**” and in the Tax Year field, select “**2021**”.
- If successfully validated, you will be able to view your Return Transcript immediately, print this form.

Telephone Request

Available from the IRS by calling **1-800-908-9946**.

- You can expect to receive a **Return Transcript for the tax year 2021** at the address provided in the telephone request within 5 to 10 days from the time of the request.

Paper Request Form – IRS Form 4506-T

Download IRS Form <https://www.irs.gov/individuals/get-transcript>

- Complete Line 1a and 1 b.
- Complete Line 2a and 2b if you filed a joint return
- Complete Line 3.
- Complete Line 4 if the address currently on file with the IRS (for your) is different from your current address.
- Line 6a. Check the box on the right hand side for Return Transcript.
- Line 9. Year or period requested field, enter “12/31/2021”.
- Sign Here line. The filer(s) must sign and date the form and enter a telephone number.
- IMPORTANT Check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper Return Transcript within 5 to 10 days.

Helpful hints

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word “street” rather than using the abbreviation “st.” can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

This document will contain redacted information, therefor, before submitting to the office make a copy for your files and put your child’s full name and JCU ID on all pages.