

### IRS Tax Return Transcript 'Estimated' Availability

<b>Electronic Filers:</b>	
I have a \$0 balance or I am due a refund	Available 2-3 weeks after the return has been accepted by the IRS
I owe the IRS	Available by the end of June or 3-4 weeks after the IRS has received the full/final payment
<b>Paper Filers:</b>	
I have a \$0 balance or I am due a refund	Available 8-11 weeks after the return has been accepted by the IRS
I owe the IRS	Available by the end of July
<b>Amended Returns (Paper Only):</b>	Available 12 weeks after the IRS receives the amended return

## Requesting a Free IRS Tax Return Transcript

### • Order Online “Get Transcript ONLINE” (Electronic PDF):

- Available at <https://www.irs.gov/individuals/get-transcript>
- Have ready your Social Security Number, date of birth, filing status, mailing address from your latest tax return, and access to your email account
- In order to authenticate your identity have ready your credit card number or account number from an auto loan, mortgage, home equity loan or line of credit (only for authentication purposes, you will not be charged)
- Have your mobile phone ready (must be a phone whose account is in your name)
- Select “Get Transcript Online”
- Select “GET STARTED”
- Follow the prompts to set up your User Profile
- Indicate “Higher Education/Student Aid” when asked to “Select a reason you need a transcript”
- Select the appropriate year in the “Return Transcript” box
- An electronic PDF of the return transcript will now be displayed and can also be downloaded

### 2. Order Online “Get Transcript by MAIL”:

- Available at <https://www.irs.gov/individuals/get-transcript>
- Select “Get Transcript by MAIL”
- Enter the primary tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript”
- In the **Tax Year field**, select the appropriate tax year
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days business from the time the on-line request was completed

### 3. Order By Phone:

- Call the IRS at 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file
- Select “**Option 2**” to request an IRS Tax Return Transcript
- Enter the appropriate tax year
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 business days from the time order was place

**ONLY use option #4 if your address has recently changed from the address listed on your filed tax return**

### 4. By Mail:

- **IRS Form 4506T-EZ** should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript
  - To access a prefilled form requesting the Transcript be sent directly to the ISU Office of Student Financial Aid, click here...  
<http://www.financialaid.iastate.edu/forms/load.php?id=7267&d=1>
  - To access a blank form requesting the Transcript be sent directly to you, click here...  
<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

### Unacceptable Tax forms

1. IRS Tax **Account** Transcript
2. IRS Tax Summary