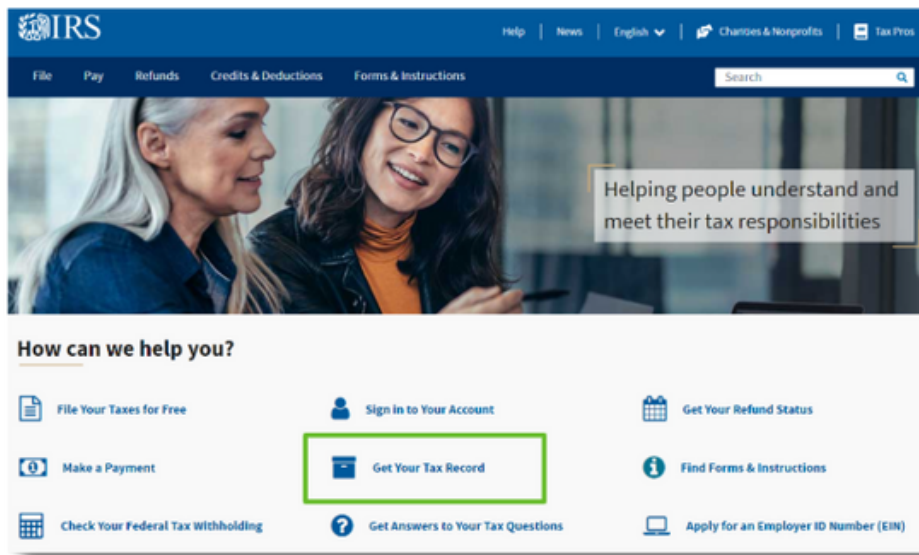


# Ordering a tax transcript

If you are selected for verification, colleges can request that you submit a tax transcript. A tax transcript must be ordered directly from the IRS. Below are instructions for ordering a tax transcript online in order to receive a copy via the US Postal Service mail. [Click here if you prefer to watch video instructions on ordering a tax transcript.](#)

**Step 1:** Go to the website [irs.gov](https://irs.gov) and click "Get Your Tax Record".



**Step 2:** Select "Get Transcript by Mail".

**Alternative to Requesting a Transcript Online**

We recommend requesting a transcript online since that's the fastest method. If you can't get your transcript online, you can request a tax return or tax account transcript by mail instead.

**What You Need**

To request a transcript by mail, you need your mailing address from your latest return.

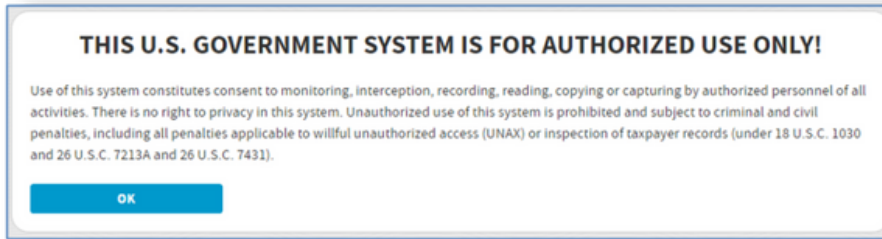
**What You Get**

- Tax return or tax account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Get Transcript by Mail
←

You can also request a transcript by mail by calling our automated phone transcript service at [800-908-9946](tel:800-908-9946).

**Step 3:** Click "OK" to acknowledge the government warning that this website is being monitored for safety.



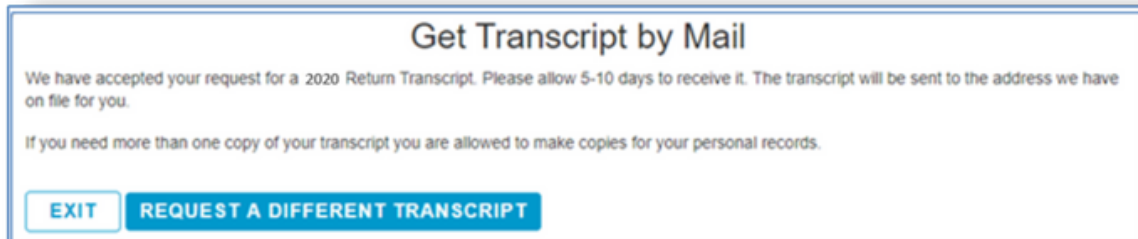
**Step 4:** Enter the tax filer's information and click "Continue".

A form titled "Get Transcript by Mail" with a subtitle "See our Privacy Notice regarding our request for your personal information." Below the title, it says "All fields are required." The form contains several input fields: "Social Security Number (SSN) or Individual Tax ID Number (ITIN)" with a redacted value "\*\*\*\*\*"; "Date of Birth" with the value "01/01/1975"; "Street Address" with the value "123 Sample Street"; and "ZIP or Postal Code" with the value "01234". At the bottom left, there is a blue button labeled "CONTINUE". A green arrow points from the right towards the "CONTINUE" button.

**Step 5:** For type of transcript, choose "Return Transcript". For tax year, choose "2022", then click "Continue".

A form titled "Get Transcript by Mail" showing the selection of transcript type and tax year. Under "Select Transcript Type", the "Return Transcript" radio button is selected. Under "Select Tax Year", the "2022" radio button is selected. Below these are options for "2021", "2020", and "2019". At the bottom, there is a "Customer File Number" field and a blue "CONTINUE" button. A green arrow points from the right towards the "2022" radio button.

**Step 6:** If your request is successful, you will see the screen below and can expect to receive your 2022 tax transcript in 5-10 days. The tax transcript will be mailed to the address listed on the tax form. Once you receive the tax transcript, make a photocopy and send it to whichever college(s) have requested your tax transcripts.



If you prefer to electronically download the tax transcript, [click here for instructions](#).



If you are unable to order the transcript online, please reach out to your uAspire advisor for alternative options.