How-to…

Obtain Your Tax Return Transcript by Mail

Once you receive your Tax Transcript, please mail or fax your tax return transcript to our office.

Estimated time: 15 minutes

Trine University
Financial Aid
1 University Avenue, Angola IN 46703

***Fax*:** **260-665-4511**
***Phone*:** **800-347-4878**

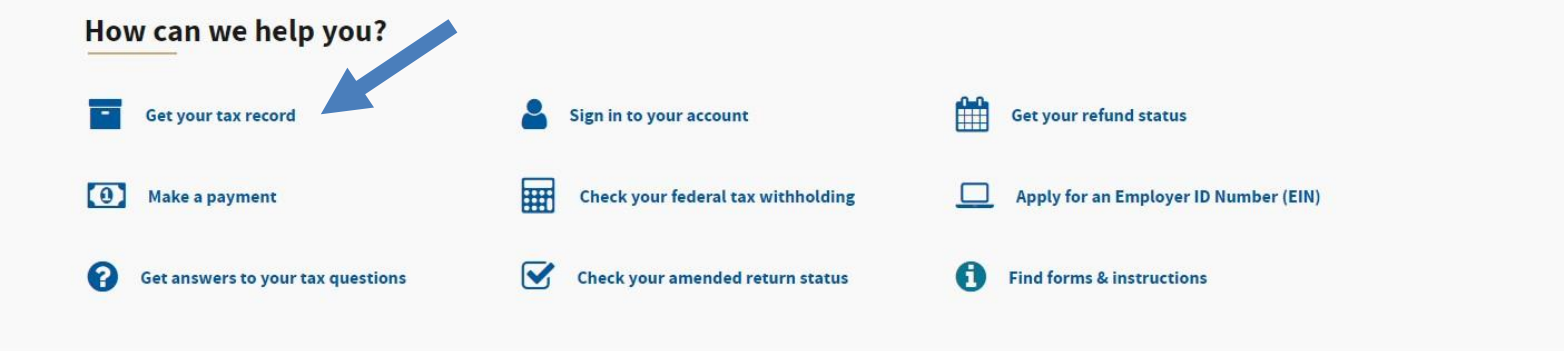
Go to

- irs.gov

Step 1 of 4

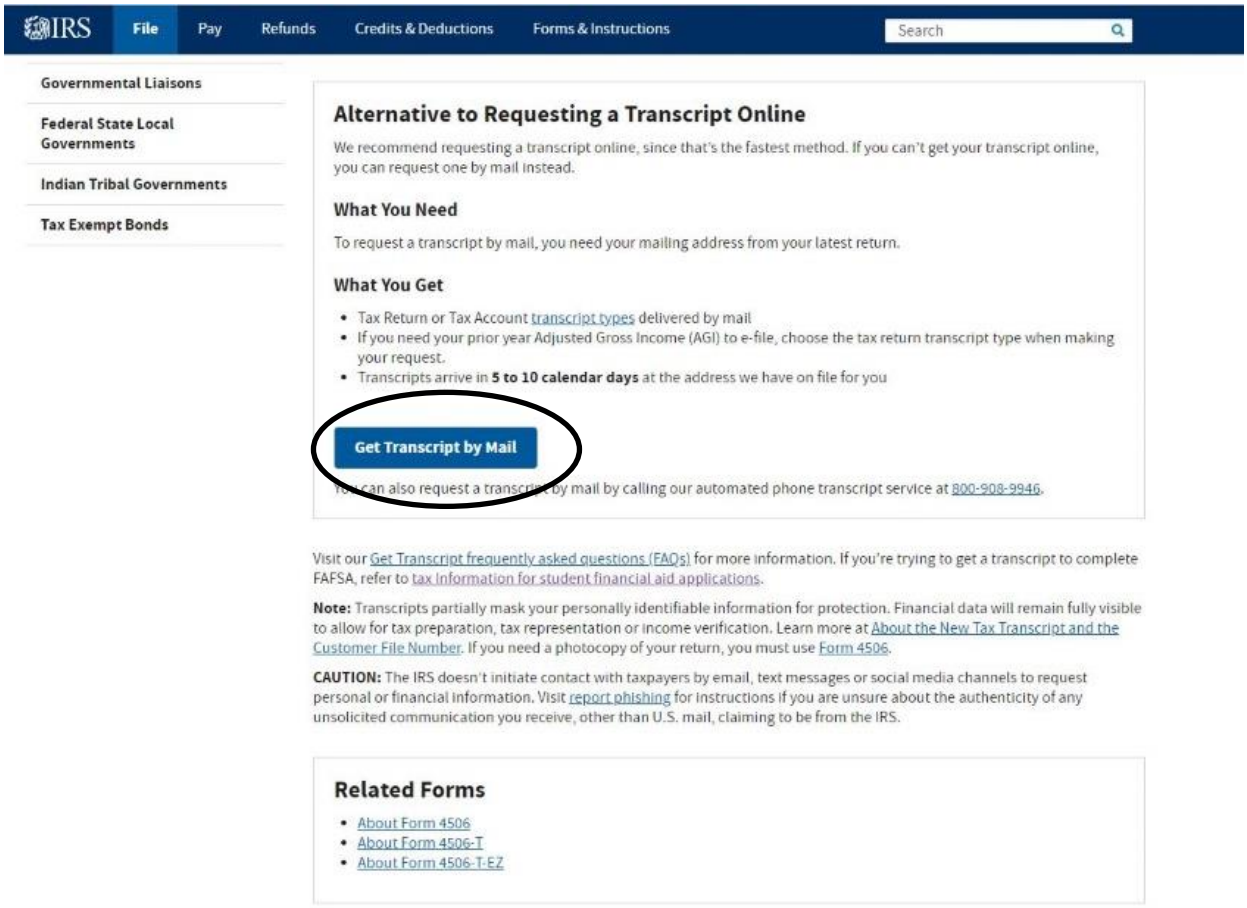
On the homepage, select the **"Get My Tax Record"**

Step 2 of 4



(Continued on Back)

Choose “Get Transcript by Mail”.

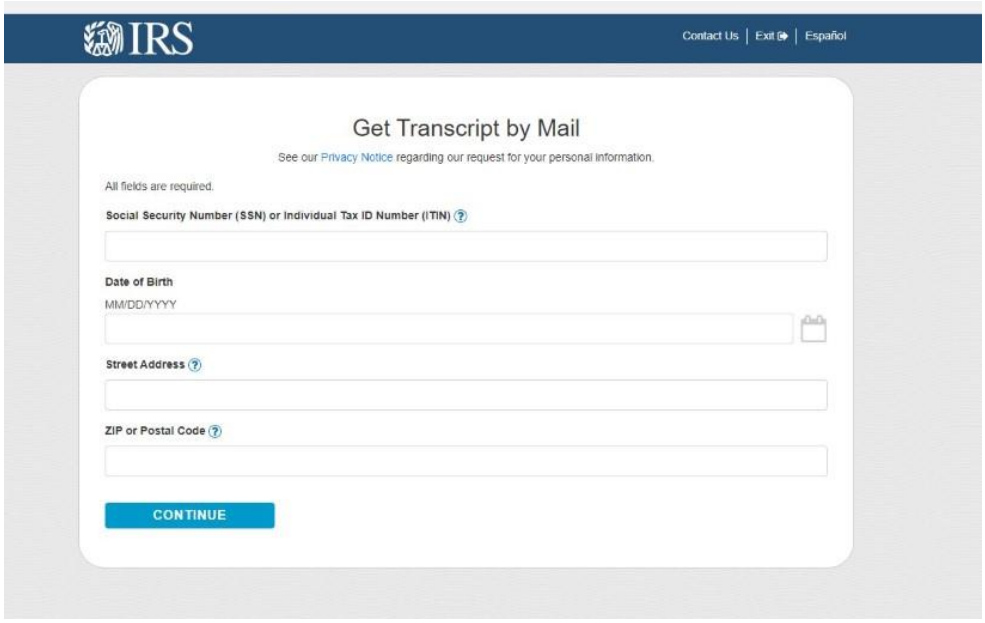


Step 3 of 4

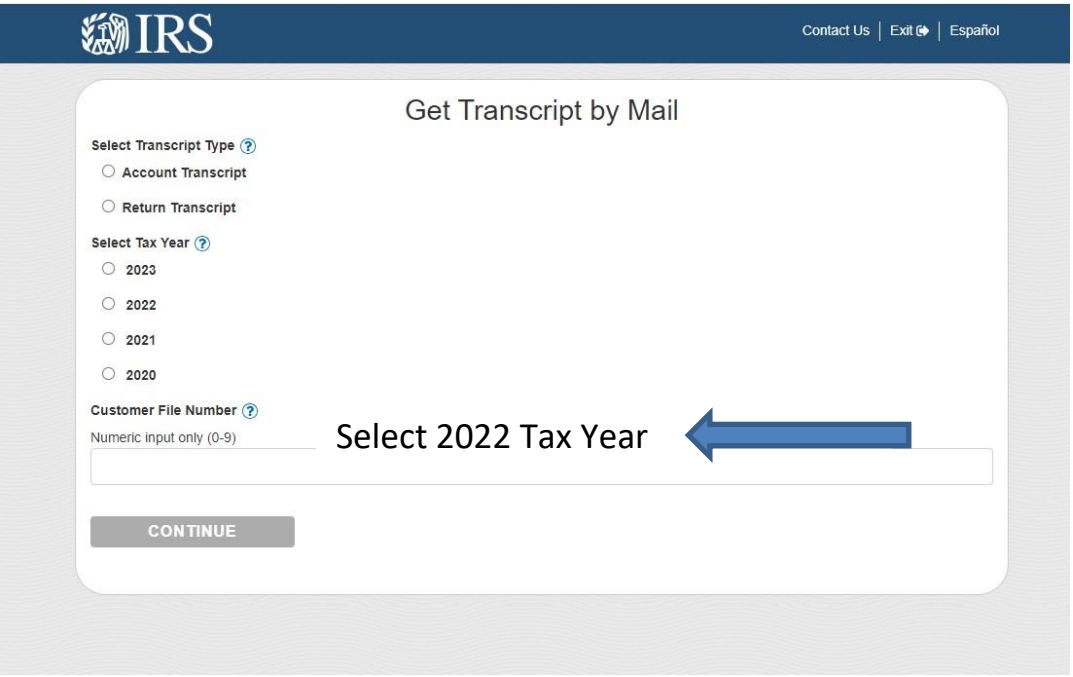
On this screen, all fields are required.

This will include the following:

- Taxpayer SSN
- DOB
- Street Address
- Zip/Postal Code.

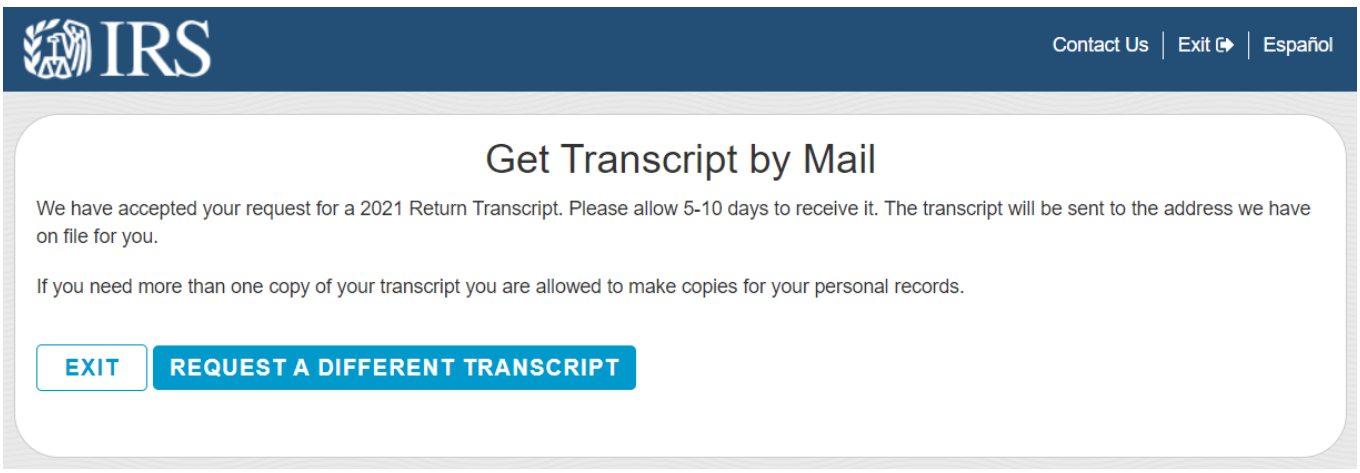


If your address does not match their records exactly it will not let you proceed.



Common complications are the abbreviation of directions. For example “North” may need to be “N” and “Street” may need to be “St”.

After multiple failed attempts, you may need to start over.

Step 4 of 4

From this screen you will need to select which type of transcript you want from a drop-down menu. In most cases, you will choose “**Return Transcript**”. Then you will select the year: **“2022”.** Once you click “continue” the screen will display a statement regarding how long it will take for the transcript to be mailed to the address listed on the Tax Return.