

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](https://www.irs.gov)

Step 1 of 4

On the homepage, select the “Get My Tax Record”

How can we help you?

 File Your Taxes for Free

 Find Forms & Instructions

 Sign in to Your Account

 Get Your Refund Status

 Make a Payment

 Check Your Amended Return Status

 Get Your Tax Record

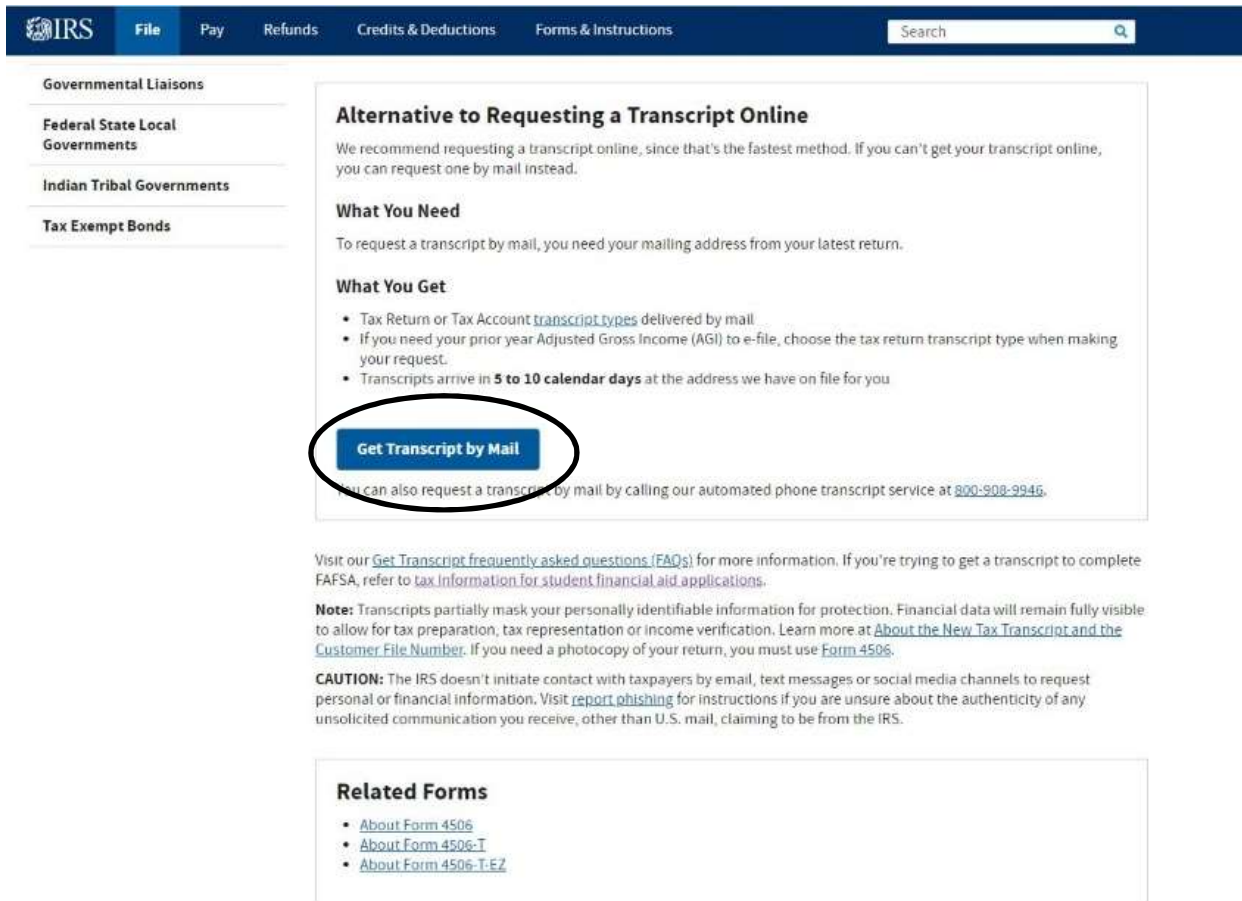
 Get Answers to Your Tax Questions

 Apply for an Employer ID Number (EIN)

Step 2 of 4

(Continued on Back)

Choose “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 one 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
- If you need your prior year Adjusted Gross Income (AGI) to e-file, choose the tax return transcript type when making your request.
- 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).

Visit our [Get Transcript frequently asked questions \(FAQs\)](#) for more information. If you're trying to get a transcript to complete FAFSA, refer to [tax information for student financial aid applications](#).

Note: Transcripts partially mask your personally identifiable information for protection. Financial data will remain fully visible to allow for tax preparation, tax representation or income verification. Learn more at [About the New Tax Transcript and the Customer File Number](#). If you need a photocopy of your return, you must use [Form 4506](#).

CAUTION: The IRS doesn't initiate contact with taxpayers by email, text messages or social media channels to request personal or financial information. Visit [report phishing](#) for instructions if you are unsure about the authenticity of any unsolicited communication you receive, other than U.S. mail, claiming to be from the IRS.

Related Forms

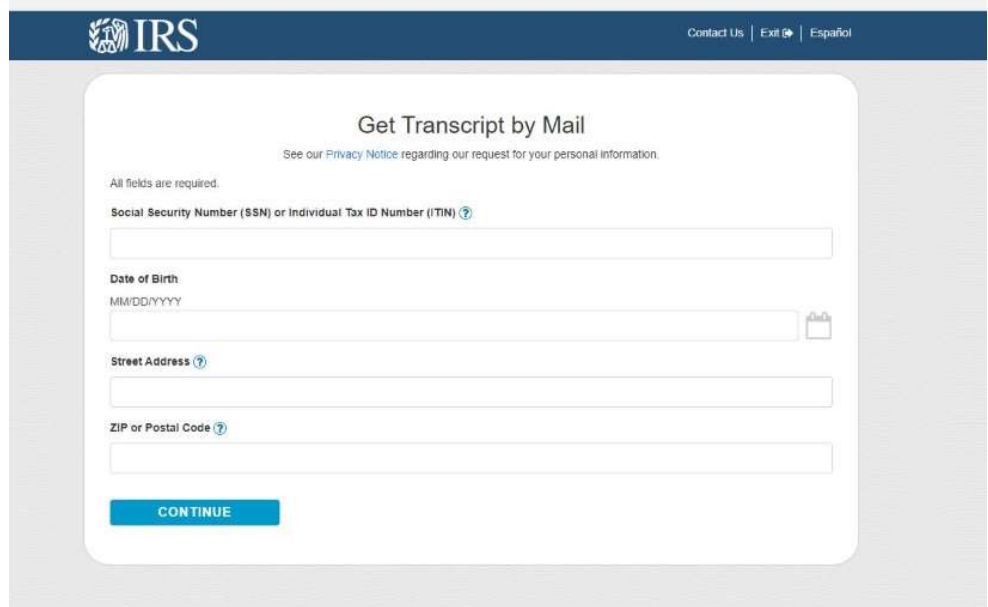
- [About Form 4506](#)
- [About Form 4506-T](#)
- [About Form 4506-T-EZ](#)

Step 3 of 4

On this screen, all fields are required.

This will include the following:

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



Get Transcript by Mail

See our [Privacy Notice](#) regarding our request for your personal information.

All fields are required.

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

Date of Birth
MM/DD/YYYY

Street Address ?

ZIP or Postal Code ?

CONTINUE

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

Get Transcript by Mail

Select Transcript Type ?

Account Transcript

Return Transcript

Select Tax Year ?

2021

2020

2019

2018

Select 2021 Tax Year

Customer File Number ?

Numeric input only (0-9)

CONTINUE

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: “**2021**”. 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.

Get Transcript by Mail

We have accepted your request for a 2021 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.

EXIT

REQUEST A DIFFERENT TRANSCRIPT