

Obtain Your Tax Return Transcript

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

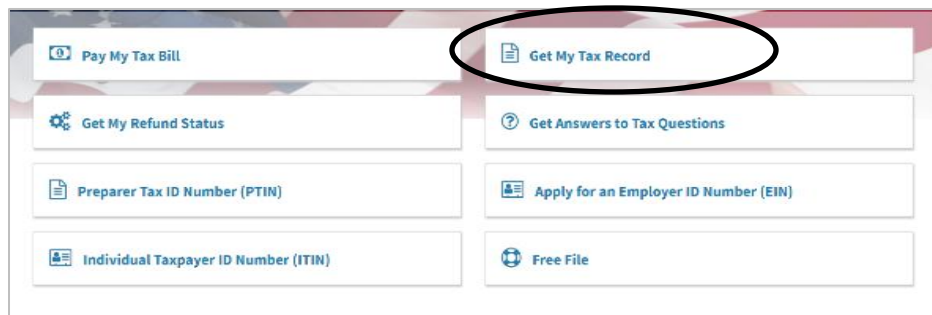
Fax: 260-665-4511
Phone: 800-347-4878

Go to

• [irs.gov](https://www.irs.gov)

Step 1 of 4

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



Step 2 of 4

Choose “Get Transcript by Mail”.

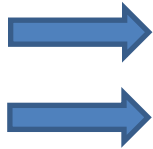


Step 3 of 4

On this screen, all fields are required.

This will include the following:

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



IRS.gov

Contact Us | Exit

Get Transcript

[En Español](#) | [Privacy Notice](#)

All fields are required

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

Day | Month | Year

Date of Birth

Street Address ?

ZIP or Postal Code ?

Continue

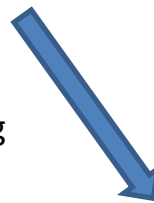
If your address does not match their records exactly it will not let you proceed.

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: “**2017**”. 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.



IRS.gov

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Get Transcript

We have accepted your request for a 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

IRS.gov

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Type of Transcript ?

Select

for Tax Year ?

Select

Continue