

Obtain Your Tax Return Transcript By Mail

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



Trine University
Financial Aid
1 University Avenue, Angola IN 46703

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



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

How can we help you?

 [Get Your Refund Status](#)

 [Sign In to Your Account](#)

 [Manage Your Child Tax Credit Payments](#)

 [Get Your Economic Impact Payment Status](#)

 [Get Your Tax Record](#)

 [Make a Payment](#)

 [Get Coronavirus Tax Relief](#)

 [Apply for an Employer ID Number \(EIN\)](#)

 [Tax Professionals: Renew Your PTIN](#)

Step 2 of 4

Choose “Get Transcript by Mail”.

The screenshot shows the IRS website's navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions. A search bar is located on the right. On the left, there are links for Governmental Liaisons, Federal State Local Governments, Indian Tribal Governments, and Tax Exempt Bonds. The main content area is titled "Alternative to Requesting a Transcript Online" and includes a recommendation to request transcripts online, a "What You Need" section, a "What You Get" section with a bulleted list, and a circled "Get Transcript by Mail" button. Below this, there is a note about requesting transcripts by mail via phone service at 800-908-9946. Further down, there are links to frequently asked questions, a note about transcript privacy, a caution about phishing, and a "Related Forms" section with links to Form 4506, Form 4506-T, and 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.

The screenshot shows the "Get Transcript by Mail" form on the IRS website. The form is titled "Get Transcript by Mail" and includes a link to the Privacy Notice. Below the title, it states "All fields are required." The form contains four input fields: "Social Security Number (SSN) or Individual Tax ID Number (ITIN)", "Date of Birth" (with a calendar icon), "Street Address", and "ZIP or Postal Code". A blue "CONTINUE" button is located at the bottom of the form.

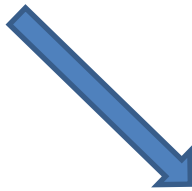
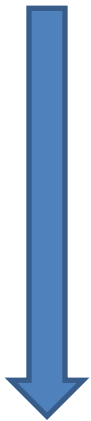
If your address does not match their records exactly it will not let you proceed.

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: “**2020**”. 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

Contact Us | Exit | Español

Get Transcript by Mail

Select Transcript Type ?

Account Transcript

Return Transcript

Select Tax Year ?

2020

2019

2018

2017

Customer File Number ?

Numeric input only (0-9)

CONTINUE

IRS

Contact Us | Exit | Español

Get Transcript by Mail

We have accepted your request for a 2020 Account 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