

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.



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

How can we help you?



Get your tax record



Sign in to your account



Get your refund status



Make a payment



Check your federal tax withholding



Apply for an Employer ID Number (EIN)



Get answers to your tax questions



Check your amended return status



Find forms & instructions

(Continued on Back)

Choose “Get Transcript by Mail”.

The screenshot shows the IRS website's 'Alternative to Requesting a Transcript Online' page. The left sidebar contains links for 'Governmental Liaisons', 'Federal State Local Governments', 'Indian Tribal Governments', and 'Tax Exempt Bonds'. The main content area has a heading 'Alternative to Requesting a Transcript Online' followed by a recommendation to request online or by mail. Under 'What You Need', it states the need for a mailing address. Under 'What You Get', it lists that the transcript will be delivered by mail, includes prior year AGI if requested, and arrives in 5 to 10 calendar days. A blue button labeled 'Get Transcript by Mail' is circled in black. Below this, there is a note about requesting by phone at 800-908-9946, a link to FAQs, and a caution about phishing. A 'Related Forms' section lists links for 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.



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

The screenshot shows the 'Get Transcript by Mail' form on the IRS website. The form has a title 'Get Transcript by Mail' and 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'. Each field has a question mark icon for help. At the bottom of the form is a blue 'CONTINUE' button. The top of the page shows the IRS logo and links for 'Contact Us', 'Exit', and 'Español'.

IRS

Contact Us | Exit | Español

Get Transcript by Mail

Select Transcript Type ?

☐ Account Transcript

☐ Return Transcript

Select Tax Year ?

☐ 2023

☐ 2022

☐ 2021

☐ 2020

Customer File Number ?

Numeric input only (0-9)

Select 2024 Tax Year

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: “**2024**”. 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

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