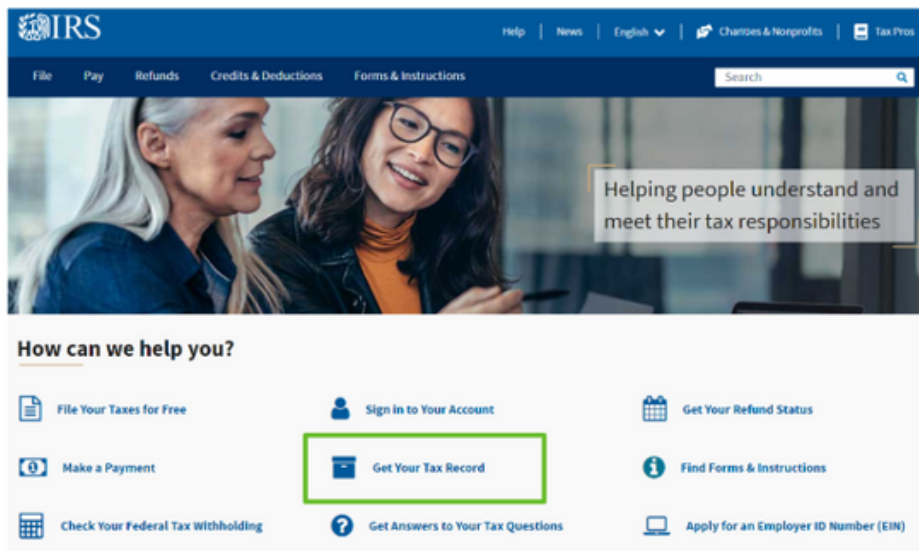


# Ordering a tax transcript

If you are selected for verification, colleges can request that you submit a tax transcript. A tax transcript must be ordered directly from the IRS. Below are instructions for ordering a tax transcript online in order to receive a copy via the US Postal Service mail. [Click here if you prefer to watch video instructions on ordering a tax transcript.](#)

**Step 1:** Go to the website [irs.gov](https://irs.gov) and click "Get Your Tax Record".



**Step 2:** Select "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 a tax return or tax account transcript 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
- 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).

**Step 3:** Enter the tax filer's information and click "Next".

Tax records / Get transcript by mail

### Get transcript by mail

All fields marked with an asterisk (\*) are required.

**Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) \*** [?](#)  
Enter the SSN or ITIN shown on your tax return. Example: 123-45-6789

[Show SSN/ITIN](#)

**Date of birth \*** [?](#)  
MM/DD/YYYY

**Street address on file \*** [?](#)  
Enter the address used in your most recent tax return

**Zip or Postal code \*** [?](#)  
Enter zip code from the address above

[Cancel](#)

**Step 4:** For type of transcript, choose "Return Transcript". For tax year, choose "2023", then click "Submit".

### Get transcript by mail

If you do not see your tax years, please refer to our [frequently asked questions](#) [?](#) for relevant help.

All fields marked with an asterisk (\*) are required.

**Select transcript type \*** [?](#)

Return transcript

Account transcript

**Select tax year \*** [?](#)

2024

2023

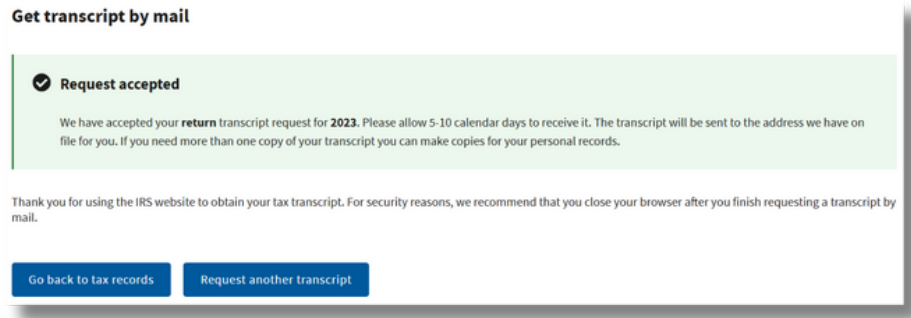
2022

2021

**Customer file number \*** [?](#)  
Numeric input only (0-9). Cannot be a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).

[Cancel](#)

**Step 5:** If your request is successful, you will see the screen below and can expect to receive your 2023 tax transcript in 5-10 days. The tax transcript will be mailed to the address listed on the tax form. Once you receive the tax transcript, make a photocopy and send it to whichever college(s) have requested your tax transcripts.



If you prefer to electronically download the tax transcript, [click here for instructions](#).



If you are unable to order the transcript online, please reach out to your uAspire advisor for alternative options.