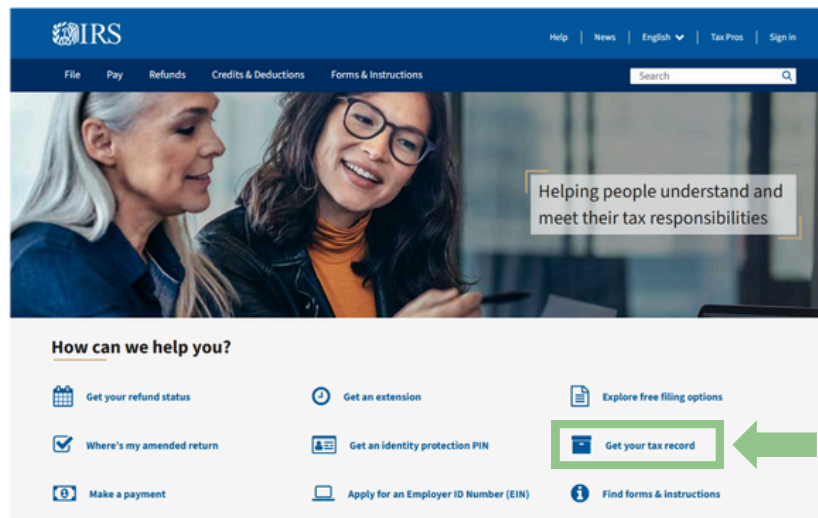


Ordering a tax transcript

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 and click "Get Your Tax Record".



Step 2: Select "Get Transcript by Mail".

Alternative to getting a transcript online

We recommend getting a transcript online since that's the fastest method. If you're unable to register, you can get a tax return or tax account transcript mailed to you instead.

What you need

To get a transcript mailed to you, you need your mailing address from your latest return.

What you get

- Tax return or tax account [transcript types](#) delivered by mail
- Transcripts that 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 be mailed to you 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".


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

Next 

Step 4: For type of transcript, choose "Return Transcript". For tax year, choose "2024", 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).

Submit 

Step 5: If your request is successful, you will see the screen below and can expect to receive your 2024 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.

Get transcript by mail

✔ Request accepted

We have accepted your **return** transcript request for **2024**. Please allow 5-10 calendar 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 can make copies for your personal records.

Thank you for using the IRS website to obtain your tax transcript. For security reasons, we recommend that you close your browser after you finish requesting a transcript by mail.

[Go back to tax records](#)[Request another transcript](#)

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.