
How to Request an IRS Tax Transcript (Online or Mail)



AUGUSTA UNIVERSITY
Division of Enrollment
and Student Affairs

Financial Aid

Step 1: Check your POUNCE account to verify if you are selected for **Verification**. Students who are select for *Verification* maybe required to submit their **IRS Tax Transcript**.

Go to the **IRS website**: <https://www.irs.gov/individuals/get-transcript>

[Home](#) > [File](#) > [Individuals](#) > [Your Information](#) > [Tax Record \(Transcript\)](#) > [Get Transcript](#)

Welcome to Get Transcript

[English](#) | [Español](#) | [中文\(繁體\)](#) | [한국어](#) | [Русский](#) | [Tiếng Việt](#)

Individuals

[How to File](#)

[When to File](#)

[Where to File](#)

[Your Information](#)

Tax Record (Transcript)

[Third Party Authorization](#)

[Students](#)

[Employees](#)

[Military](#)

[Parents](#)

[Seniors & Retirees](#)

International Taxpayers

Businesses and Self-Employed

Government Entities

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Get Transcript Online

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Get Transcript by Mail

What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Related Forms

- [About Form 4506](#)
- [About Form 4506-T, Request for Transcript of Tax Return](#)
- [Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript](#)
- [Formulario 4506T-EZ \(SP\), Formulario Abreviado para la Solicitud de un Trasunto de la Declaracion de Impuestos Personales](#)

Related Websites

- [Social Security Administration \(SSA\) - My Account](#)
- [Free Application for Federal Student Aid \(FAFSA\)](#)

Step 2: Students have the option to retrieve their **IRS Tax Transcript Online** or by **Mail**.

Option 1: Students can **Get Transcript Online**, which is the easiest & quickest option.

[Home](#) > [File](#) > [Individuals](#) > [Your Information](#) > [Tax Record \(Transcript\)](#) > [Get Transcript](#)

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[When to File](#)

[Where to File](#)

[Your Information](#)

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To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

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Get Transcript Online: New Users will then be prompted to Create an Account through the IRS Website.

Returning users who have requested a tax transcript online previously can use their login information already created.



Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!

Username

LOG IN >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Option 2: Students can also retrieve their IRS Tax Transcript by mail by selecting **Get Transcript by Mail**

[Home](#) > [File](#) > [Individuals](#) > [Your Information](#) > [Tax Record \(Transcript\)](#) > [Get Transcript](#)

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[How to File](#)

[When to File](#)

[Where to File](#)

[Your Information](#)

Tax Record (Transcript)

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- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

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Get Transcript by Mail: Students will then need to verify their address and identity.



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All fields are required

Social Security Number (SSN) or [Individual Tax ID Number \(ITIN\)](#) [?]

 - -

Date of Birth

 Day ▾ Month ▾

[Street Address](#) [?]

[ZIP or Postal Code](#) [?]

Continue

[IRS Privacy Policy](#)

Listed below are the different **Types of IRS Tax Transcripts** available to students.

Transcript Types

The IRS offers the following transcript types at no charge to you:

- **Tax Return Transcript** - shows most line items including your adjusted gross income (AGI) from your original tax return (Form 1040, 1040A or 1040EZ) as filed, along with any forms and schedules. It doesn't show changes made after you filed your original return. This transcript usually meets the needs of lending institutions offering mortgages and student loans.
- **Tax Account Transcript** - shows basic data such as return type, marital status, adjusted gross income, taxable income and all payment types. It also shows changes made after you filed your original return.
- **Record of Account Transcript** - combines the tax return and tax account transcripts above into one complete transcript.
- **Wage and Income Transcript** - shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. Current tax year information may not be complete until July.
- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year.

Note: A transcript isn't a photocopy of your return. If you need a copy of your original return, complete and mail **Form 4506, Request for Copy of Tax Return**, along with the applicable fee.

Step 3: Students will then need to submit their verification documents online through their **POUNCE** Account. Please see **Fin Aid Mobile: Student Verification How To** for further directions.

***If any of your requirements are not satisfied after a few days, please

Contact Us

Office of Student Financial Aid

Summerville Campus – Fanning Hall

Phone: 706-737-1524

www.augusta.edu/finaid

osfa@augusta.edu