How to Request an IRS Tax Transcript (Online or Mail)
**Step 1:** Check your POUNCE account to verify if you are selected for Verification. Students who are selected for Verification may be required to submit their IRS Tax Transcript.

Go to the IRS website: [https://www.irs.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript)
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.
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.
Option 2: Students can also retrieve their IRS Tax Transcript by mail by selecting Get Transcript by Mail.
Get Transcript by Mail: Students will then need to verify their address and identity.
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

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