

# IRS Tax Return Transcript Request Instructions

Tax filers and Non-filers can request a return transcript or Verification of Non-filing, free of charge, for their 2023 tax return for the 2025-2026 FAFSA from the IRS in one of the following ways:

## Online Request (Filers and Non-filers eligible)

- Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).
- The transcript displays online upon successful completion of the IRS's two-step authentication.

## Mail Request (Non-filers not eligible)

- Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record."
- Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- The transcript is generally received within 10 business days from the IRS's receipt of the online request.

## Telephone Request (1-800-908-9946)

- Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

## Paper Request Form (IRS Form 4506T-EZ)

- IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

*Please note requested tax transcripts cannot be requested until after a tax return has been processed. Electronically filed tax returns will take approximately **1-2 weeks to process after the return has been filed**. Paper filed tax returns will take approximately **6-8 weeks to process after the return has been filed**.*

Important: Requesting your Tax Return Transcript is a **free service**. The IRS offers services that have required fees. The only required documentation that our office will request is free of charge.

If you have further questions regarding Tax Transcripts please contact our office at (541) 880-2352.