



## How to Request Your IRS Tax Return Transcript, Non-Filing Letter or W-2 Statement

An IRS Tax Return Transcript or W-2 Statement can be obtained from the IRS website.

**IRS Transcript Request:** <https://www.irs.gov/individuals/students>

There are multiple ways to request your IRS Tax Return Transcript. We encourage you to first attempt to get your transcript online, as it will be the fastest method for you to access your document.

<p><b>Get Transcript Online</b></p>	<p>Go to <a href="https://www.irs.gov/individuals/students">https://www.irs.gov/individuals/students</a>, click the option "Get Your Transcript or Non-Filing Letter". You will be required to create an account.</p> <p>The IRS is using ID.me, a trusted technology provider, to provide identity verification and sign-in services.</p> <p>To verify your identity with ID.me, you'll need to provide:</p> <ol style="list-style-type: none"> <li>1. A photo of an identity document such as a driver's license, state ID, or passport.</li> <li>2. You will need to take a selfie or video chat with a smartphone or a computer with a webcam.</li> <li>3. Review the identity authentication <a href="#">requirements</a> before attempting to register.</li> </ol> <p>To use the Get Transcript Online tool, the user must have</p> <ol style="list-style-type: none"> <li>1. Access to a valid email address</li> <li>2. A text-enabled mobile phone (pay-as-you-go plans cannot be used)</li> <li>3. Specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).</li> </ol> <p>The transcript displays online upon successful completion of the IRS's two-step authentication.</p> <p>Download the transcript.</p>
<p><i>Fastest Option</i></p>	
<p><b>Get Transcript by Mail</b></p>	<p>Go to <a href="https://www.irs.gov/individuals/students">https://www.irs.gov/individuals/students</a> click the option "Get Your Transcript or Non-Filing Letter." Click "Get Transcript by MAIL." Make sure to request the "<b>IRS Tax Return Transcript</b>" and NOT the "IRS Tax Account Transcript." Once the IRS receives the online request, transcript delivery typically takes 10 business days.</p>
<p><b>Automated Telephone Request</b></p>	<p>Call <b>1-800-908-9946</b> to complete an automated telephone request.</p> <p>Once the IRS receives the telephone request, transcript delivery typically takes 10 business days.</p>
<p><b>Paper Request Form</b></p>	<p>IRS Form 4506T-EZ or IRS Form 4506-T. The request form can be downloaded from the IRS website: <a href="https://www.irs.gov/pub/irs-pdf/f4506t.pdf">https://www.irs.gov/pub/irs-pdf/f4506t.pdf</a>. <b>Please mail completed form directly to the IRS:</b></p> <p style="padding-left: 40px;">Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409</p> <p>Once the IRS receives the paper request form, transcript delivery typically takes 10 business days.</p>

Submit your tax documents using the Secure Document Upload Portal <https://forms.peirce.edu/4725699>