Texas Southern University
Office of Student Financial Assistance
3100 Cleburne, Houston, TX 77004, Call Center 713-313-7071, Fax 713-313-1859 or 1858

INSTRUCTIONS FOR OBTAINING TRANSCRIPTS OF TAX RETURN

We have produced this helpful guide to assist parents and students with fulfilling the request for a Federal Tax Return Transcript. We hope you find the information useful.

You may obtain a Tax Return Transcript via the internet, by U.S. Postal mail, through the fax machine. When calling the IRS Office to request a Tax Return Transcript, the recipient must be in close proximity of the fax receiving the information to confirm the receipt of the document. Please refer to the instructions for additional information.

A. Internet Access for Printing Tax Return Transcript
You may immediately print a copy of the Tax Return Transcript by logging onto the U.S. IRS website at http://www.irs.gov/Individuals/Get-Transcript. It is critical that you request the proper documentation if you were selected for verification. Even though the documents appear to be very similar, federal guidelines require you to submit the Federal Tax Return Transcript for processing of Title IV aid.

- If this is your first time using the site, create an account
  - You will need a valid email address to create an account
- Click, send email confirmation code
- Retrieve your confirmation code from your email address and enter
- Enter all personal identification information requested
- Select Continue (note-you may proceed as guest by checking box) and form will not store information for future use.
- Answer personal identifier information
- Choose a site phrase and site image
- Choose security questions
- Create a User ID and Password
- Select Continue
- Select “Return Transcript”
- Print Document

B. Mailed through the U.S. Postal System
Call 1-800-908-9946 to request a transcript by the automated system. Your transcript(s) will be mailed in approximately 5 to 10 business days from the time the IRS receives your request. Federal holidays or government shut downs will affect the processing mailing time.

1. Please follow options listed below.
   - Option 1 (English)
   - Enter your Taxpayers ID Number (SSN, ITIN or EIN)
   - Enter the Numbers in your street address
   - Option 2 (tax transcript)
   - Enter the year of the Return you are requesting

2. If you need your transcript mailed to an address different than what the IRS has on file, you may complete Form 4506-T, REQUEST FOR TRANSCRIPT OF TAX RETURN. The form may be downloaded from www.IRS.gov. Mail it to the address indicated on the form.