



Request an IRS Tax Return Transcript Online

Step 1: Go to the “**Order a Transcript**” section of the IRS website at <https://sa1.www4.irs.gov/irfof-tra/start.do>.

Step 2: Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file. Click “**Continue**”

Step 3: In the Type of Transcript field, select “**Return Transcript**” and in the Tax Year field, select “**2012**” if you are retrieving tax information for the 2013-2014 school year. Select “**2011**” for the 2012-2013 school year.
If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the IRS receives the request.

One College Park Drive
Saint Louis, MO 63141

MAIN 314.392.2366

WEB mobap.edu

FAX 314.744.5320

EMAIL financialservices@mobap.edu