

How to Request a Tax Return Transcript

Tax filers can request a transcript of their 2013 tax return, free of charge, from the IRS in 1 of 3 ways:

Online Request

Available at www.irs.gov

There are two ways to obtain your transcript online; either by PDF or by mail.

Online Request (PDF)

- Under Tools, click "Get Transcript of Your Tax Records"
- Click "Get Transcript Online"
- Create an account or sign in
 - Enter first name, last name, and email address, Click on "Send Email Confirmation Code". Login to your personal email to retrieve the code -- **do not close the original window**. Enter the code in the original window. (The code will expire in 30 minutes.) Select verify email confirmation code.
 - Enter personal information: SSN, DOB, Tax filing status, address, and phone number (optional).
 - Select checkbox and click the "Continue" button to proceed as guest. Proceeding as a guest user will require you to enter this information every time you access the system. If you would like this information stored for future use do not check the box. Click the "Continue" button to create a User ID and password.
 - Answer 4 security questions. ****If the security questions are answered incorrectly, you could be locked out of the site for 24 hours.**
 - Choose a site phrase, site image, 4 questions, username and password (needed only if not proceeding as a guest user.)
- Select the reason a transcript is being requested.
- Choose the correct year ("**2013**") under Return Transcript.
- You will then be presented with a PDF copy of your tax return transcript. Print, sign and submit the transcript to KMBC; make sure to include the student's name on the transcript.

Online Request (by mail)

- Under Tools, click "Get Transcript of Your Tax Records"
- Click "Get Transcript by Mail"
- 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. ([Problems entering your street address?](#))
- Click "Continue"
- **Select "Tax Return Transcript" (not "Tax Account Transcript")** and in the Tax Year field, **select "2013"**.
- 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.
- Sign and submit the tax return transcript to KMBC; make sure to include the student's name on the transcript.

Telephone Request

Available from the IRS by calling **1-800-908-9946**

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select "**Option 2**" to request an IRS Tax Return Transcript (not "Tax Account Transcript") and then enter "**2013**".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the tax return transcript to KMBC; make sure to include the student's name and on the transcript.

Paper Request Form – IRS Form 4506T-EZ

Download IRS Form 4506T-EZ at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf> 

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the tax filer's street address and zip or postal code. Use the address currently on file with the IRS.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. Do not have your Tax Return Transcript sent directly to Marquette.
- Line 6: in the Tax Year field, **enter "2013"**.
- The tax filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint tax return transcript.
- Mail or fax the completed IRS Form 4506T-EZ to the address (or FAX number) provided on page 2 of Form 4506T-EZ.
- If the 4506T-EZ information is successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided on their request within 5 to 10 days.
- Sign and submit the tax return transcript to KMBC; make sure to include the student's name and on the transcript.

How to fix address matching problems when ordering online

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word “street” rather than using the abbreviation “st.” can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
 - To get a **standardized version of your address**: 1) go to www.usps.com 2) Click Look Up a Zip Code 3) Enter Street Address, City, State 4) Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).