



Request Your 2014 IRS Tax Return Transcript

Tax filers can request a tax return transcript of their 2014 Federal Income Tax Return, free of charge from the IRS the following ways.


1. Start by going to the IRS Website at <http://www.irs.gov/Individuals/Get-Transcript>
2. Select one of two options
 - a. Get Transcript Online - preferred option that allows you to view, print and save your transcript immediately
 - b. Get Transcript by Mail – arrives in 5 to 10 business days

Get Transcript




Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and tax filing status for mortgage applications, student and small business loan applications, and during tax preparation.

You can download and print your transcript immediately, or request the transcript be mailed to your address on record.

Get Transcript ONLINE 

- View and print your transcript immediately.
- Choose among [Tax Return](#), [Tax Account](#), [Record of Account](#), or [Wage and Income](#) transcripts or a [Verification of Nonfiling Letter](#).
- Need help? [More information about Get Transcript Online](#).

Get Transcript by MAIL 

- Transcripts arrive in 5 to 10 business days.
- Choose from either a [Tax Return](#) or [Tax Account](#).
- Transcript by Mail is available [en Español](#).

Online Process

- Select the Get Transcript ONLINE box
 - Sign in using your User ID
 - OR
 - Create An Account and follow the steps to create your user ID
 1. Enter first name, last name, and email
 2. Retrieve confirmation code from email address and enter on screen
 3. Enter personal information requested
 4. Answer questions on screen to authenticate your identity
 5. Set up your security profile (establish site phrase and image, set security questions, then create user name and password)
- Click on the appropriate tax filing year under the Return Transcript box
 - (NOTE: You may need to turn off your pop-up window blocker so that the document will appear)
- Your tax return transcript should populate on your screen so that you can print and/or save as a PDF document.

Mail Request

- Select Get Transcript by MAIL box
- 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"
- In the **Type of Transcript** field, select "Return Transcript" and in the **Tax Year** field, select "2014".
- 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 online request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

If one of the previous options does not work for you, try one of the options below:

Local IRS Office

- ❖ Go to <http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1> to find your local IRS Office and their hours of operations.
- ❖ Go to the nearest office and ask for a copy of your Tax Return 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. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- ❖ Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "**2014**".
- ❖ If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- ❖ IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address on file with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change had been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to the Office of Financial Aid by the IRS. If you would like to take advantage of this option, please use the following mailing address.

Huntington University Office of Financial Aid
2303 College Avenue
Huntington, IN 46750
260-359-4014

NOTE: It may be difficult to match a parent's incoming IRS Tax Return Transcript to the student financial aid applicant as the names may be different. When requesting the Transcript to be sent directly to HU, be certain to contact the Financial Aid Office 10-15 days after mailing or faxing Form 4506T-EZ to the IRS to verify receipt of the Transcript.

- On line 6, enter "2014" to receive IRS tax information for the 2014 tax year that is required for the 2015-2016 FAFSA.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request.

NOTE: Processing Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.