



HOW TO OBTAIN A TAX TRANSCRIPT

IMPORTANT: Due to federal regulations, Riverland Community College will **NOT** be able to accept a copy of any filed 1040 form. Only a Federal Tax Return Transcript from the IRS is acceptable documentation.

There are a number of ways to obtain a copy of your Federal Tax Return Transcript from the IRS, but there may be significant delays with some methods, so please plan ahead:

1. Online (Preferred)

- Available at www.irs.gov
- Click on “Get Your Tax Record”
- Choose “Get Transcript Online”. You will need to have a personal account number from a credit card, mortgage, home equity loan or line of credit, a car loan OR a mobile phone with your name on the account to verify your identity. If you don’t have one of these items, you will need to use one of the other options listed below. You will also need to have access to an email account in order to receive a secure code while creating the IRS account.
- Once your account is created, log in. You will be prompted to choose the reason that you need a transcript (Higher Education/Student Aid).
- Under **RETURN TRANSCRIPT**, choose the appropriate tax year. Make sure to disable your browser’s pop up blocker.

2. Online request by mail

- Available at www.irs.gov
- Click on “Get Your Tax Record”
- Choose “Get Transcript By Mail” **Note:** If you have moved since filing your taxes, you will want to use options 2 or 3 because the transcript will be mailed to the address that the IRS has on file.
- Enter your information (You may need to enter your zip code with the 4 digit extension on the end-example 55912-1234)
- Select “Return Transcript” and the correct “Tax Year”

3. Telephone request (5-10 calendar days after request is submitted)

- Automated attendant—1-800-908-9946
- Live person (not recommended due to long hold times)—1-800-829-1040. You may be able to request that the transcript be faxed rather than mailed with this option

4. Paper Request By mail (Takes 10 business days to receive after request is received and processed by the IRS)

- Fill out Form 4506-T available at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Click on “Current Products”
- Fill out form and make sure to request the “**Return Transcript**”.
- Return to the IRS by either mail or fax (address and fax number for appropriate office are on the 2nd page of the form.

MOVED SINCE FILING TAXES?

Be sure to enter the previous address on line 4 of the form 4506t to make sure the IRS can match the information on the request to what is on their records.

Please feel free to call Enrollment Services at 1-800-247-5039 or 507-433-0600 if you have any further questions.