

How-to...

Obtain Your Tax Return Transcript by Mail

Once you receive your Tax Transcript, please mail or fax your tax return transcript to our office.

Estimated time:
15 minutes

Trine University
Financial Aid
1 University Avenue, Angola IN 46703

Fax: 260-665-4511
Phone: 800-347-4878

Go to

• [irs.gov](https://www.irs.gov)

Step 1 of 4

On the homepage, select the "Get My Tax Record"

Step 2 of 4

How can we help you?

 Get your tax record


 Sign in to your account

 Get your refund status

 Make a payment

 Check your federal tax withholding

 Apply for an Employer ID Number (EIN)

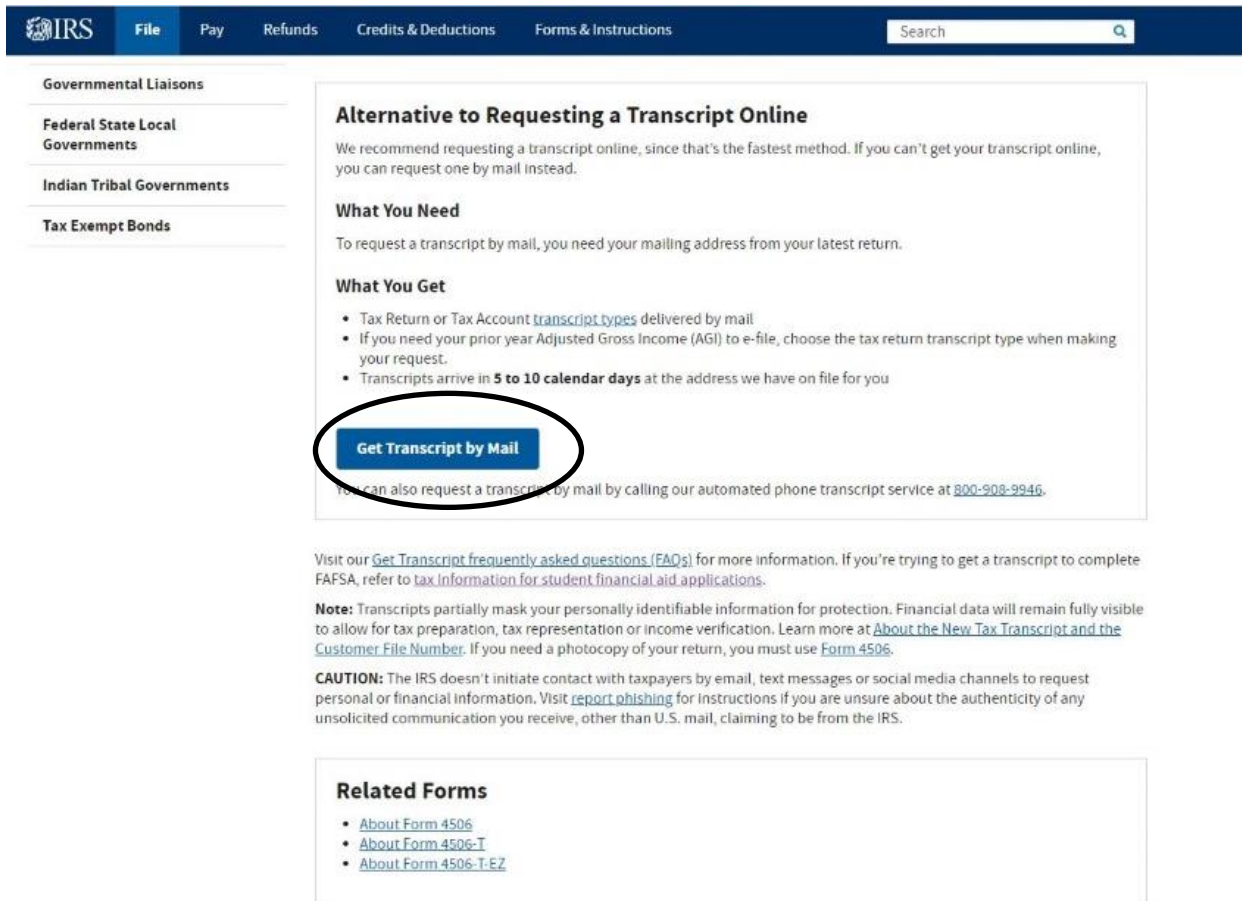
 Get answers to your tax questions

 Check your amended return status

 Find forms & instructions

(Continued on Back)

Choose “Get Transcript by Mail”.



The screenshot shows the IRS website's navigation bar with options like 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. A search bar is also present. On the left, there are links for 'Governmental Liaisons', 'Federal State Local Governments', 'Indian Tribal Governments', and 'Tax Exempt Bonds'. The main content area is titled 'Alternative to Requesting a Transcript Online' and explains that while online requests are faster, mail is an alternative. It lists 'What You Need' (mailing address) and 'What You Get' (transcript types, AGI, and delivery time). A blue button labeled 'Get Transcript by Mail' is circled in black. Below this, there are links to FAQs, a note about privacy, and a caution about phishing. A 'Related Forms' section lists links for Form 4506, 4506-T, and 4506-T-EZ.

Step 3 of 4

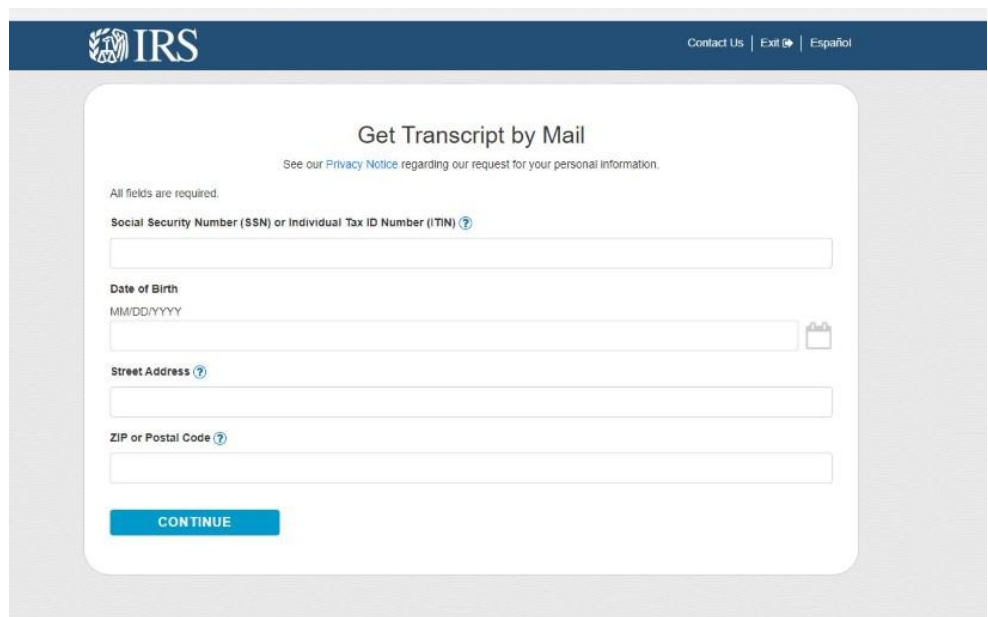
On this screen, all fields are required.

This will include the following:

- Taxpayer SSN
- DOB
- Street Address
- Zip/Postal Code.



If your address does not match their records exactly it will not let you proceed.



The screenshot shows the IRS 'Get Transcript by Mail' form. It includes a header with the IRS logo and navigation links for 'Contact Us', 'Exit', and 'Español'. The form title is 'Get Transcript by Mail' with a link to the Privacy Notice. A note states 'All fields are required.' The form contains four input fields: 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)', 'Date of Birth' (with a calendar icon), 'Street Address', and 'ZIP or Postal Code'. A blue 'CONTINUE' button is at the bottom.

Get Transcript by Mail

Select Transcript Type

- Account Transcript
- Return Transcript

Select Tax Year

- 2023
- 2022
- 2021
- 2020

Customer File Number

Numeric input only (0-9)

Select 2023 Tax Year

CONTINUE

Common complications are the abbreviation of directions. For example “North” may need to be “N” and “Street” may need to be “St”.

After multiple failed attempts, you may need to start over.

Step 4 of 4

From this screen you will need to select which type of transcript you want from a drop-down menu. In most cases, you will choose “**Return Transcript**”. Then you will select the year: “**2023**”. Once you click “continue” the screen will display a statement regarding how long it will take for the transcript to be mailed to the address listed on the Tax Return.

Get Transcript by Mail

We have accepted your request for a 2021 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

EXIT

REQUEST A DIFFERENT TRANSCRIPT