

IRS Tax Return Transcript Request Process - 2023

Tax filers can request a tax transcript, free of charge, of their 2023 tax return from the Internal Revenue Service (IRS) in **one** of three different ways: online, over the phone or by mail. Please be sure to send GCC a copy of your Tax Return Transcript, **do not send originals!** Please use the instructions below for obtaining a **Tax Return Transcript from the IRS:**

Printable – PDF

- Log on to the IRS website: www.irs.gov
- Select “**Get My Tax Record**”
- Select “**Get Transcript Online**”
- Select “**Create Account**” unless you already have an account. Those with an existing account can sign in and order the transcript.
- To set up an account you will need your full name, email address, date of birth, social security number, tax filing status, current address and information about your financial account to verify identity.
- Request the **2023 Tax Return Transcript**
- **Print** and submit to the Financial Aid Office

Online - Mailed

- Log on to the IRS website: www.irs.gov
- Select “**Get My Tax Record**”
- Select “**Get Transcripts by Mail**”
- You will receive a message from the IRS, please read through this and select “OK”
- Enter your personal information (It must be EXACTLY as it appears on your tax return), select “**Continue**”
- Order a **Return Transcript**, for tax year **2023**. (Note: it will be sent to the address on file with the IRS.)
- You can then select “**Exit**.” The IRS will send you your transcript in 5-10 days unless otherwise specified.
- *NOTE: if you have a different address from the address listed on the 2023 taxes, you will need or submit a paper request!

Phone – Mailed

- Contact the IRS at **1-800-908-9946** (available only from 7:00am – 7:00pm EST)
- You will be prompted to enter your **social security number** and the **numbers in your street address**. (Note: the number will be the street address that was listed on your latest tax return. If you moved and a change of address was completed through the U.S. Postal

Service, the IRS may have the updated address already on file.)

- Press “2” for the **Tax Return Transcript**, and then enter “**2023**.”
- GCC does NOT issue customer file numbers
- If successfully validated, a paper IRS Tax Return Transcript will be sent to the address that was used in the telephone request within 5-10 days unless otherwise specified.

Mail (Paper Request)

- You can use either the 4506T-EZ or 4506-T, the IRS recommends the **4506T-EZ** for a Tax Return Transcript.
- Download the forms by going to: www.irs.gov, selecting “Get Your Tax Record”, and Forms 4506-T & 4506T-EZ will be in the “Related Forms” section (right-side of the page)
- Complete lines 1-4 (instructions on page 2). Line 3 should be the most current address as filed 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. If you have already completed an address change with the U.S. Postal Service, the IRS may already have that address on file.
- Line 6 should be for **2023**.
- Note: Only one signature is required to request a transcript for a joint return.
- Send to appropriate processing center based on your state of residence.
- You can expect to receive your tax transcript within 5-10 days from the time the IRS receives and processes your signed request. If any information does not match the IRS records, the IRS will inform you if they are unable to provide you with a tax transcript.