

Requesting an IRS Tax Return Transcript online, by mail, or by phone.

Note:
HESAA does not
consider personal
copies of your
federal
tax return
acceptable
documentation.

Requesting an IRS Tax Return Transcript online



- Next, click on "Create Account"
- You will be prompted to register in order to use this service, click "Continue"
- Gather the requested information on the screen in order to start the registration process, click "Continue"
- During registration a confirmation code will be sent to your email and cell phone number to complete your registration
- On the "Get Transcript" screen under "Select a reason you need a transcript" select "Higher Education/Student Aid"
- Select the appropriate tax year under "Return Transcript" then click "Continue"

! Important Tips

Remember to keep a copy of your tax RETURN TRANSCRIPT for your records before you submit it. When requesting the IRS Federal Tax Return Transcript, please remember that it is the tax RETURN TRANSCRIPT, NOT the RECORD of ACCOUNT TRANSCRIPT, ACCOUNT TRANSCRIPT, or WAGE & INCOME TRANSCRIPT.

Return Transcript	Record of Account Transcript	Account Transcript	Wage & Income Transcript
2020	2020	2020	2020
2019	2019	2019	2019
2018	2018	2018	2018
2017	2017	2017	2017

Requesting an IRS Tax Return Transcript by mail

Download and print the "Request for Transcript of a Tax Return" form 4506-T by visiting: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Follow the instructions on the form and mail it to the address provided on the instructions. **DO NOT MAIL FORM 4506-T TO HESAA.**

Requesting an IRS Tax Return Transcript by phone

Call the IRS at **1-800-908-9946** and then follow the menu prompts.