



WEST LIBERTY UNIVERSITY

Office of Financial Aid
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IRS Tax Return Transcript Request Process

Tax filers may request an IRS Tax Return Transcript for their 2018 tax return, free of charge, from the IRS in one of three ways: online, telephone, paper request form. If you need assistance with this process, please contact the IRS at 800-829-1040. **Note: the Office of Financial Aid cannot accept Account Transcripts.**

West Liberty University's Office of Financial Aid prefers students and parents use the IRS Data Retrieval Tool when completing the FAFSA. If this process is successfully used and no data elements are changed, the Office of Financial Aid should not need to collect a Tax Return Transcript from students or parents.

Online Request – Hard Copy in Mail

- Go to www.irs.gov
- From the homepage click “Get My Tax Record”
- Click “Get Transcript by Mail”
- 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 “2018.”

Online Request – PDF Copy – Print At Home

- Go to www.irs.gov
- From the homepage click “Get My Tax Record”
- Click “Get Transcript Online”
- You will have to sign up for an account.
- As you complete the account set up, you will be prompted to select what Transcript you want.
- Select “Return Transcript” for “2018.”
- Your PDF will populate and you will be able to print or save and email.

Telephone Request

- Call the IRS at 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 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.
- Select “Option 2” to request an IRS Tax Return Transcript and then enter “2018” as the tax year.

Paper Request Form – IRS Form 4506T-EZ

- Download IRS Form 4506T-EZ at <http://www.irs.gov>.
- Complete all lines of form as instructed on page 2 of the form.
- The tax filer 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 form to the appropriate address or fax number as provided on Form 4506T-EZ

Be sure to include the student ID on all pages of the Tax Return Transcript before providing a copy to our office.