



WEST LIBERTY UNIVERSITY

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IRS Tax Return Transcript Request Process 2025-2026 Academic Year

If an IRS Tax Return Transcript is needed, tax filers may request their tax return, free of charge, from the IRS in one of four ways:



Get Transcript Online

1. Go to www.irs.gov, click "Get Your Tax Record."
2. Click "Sign in to Your Online Account"
3. Log in using ID.me or create an ID.me account
4. Once logged in, the top will display "Transcripts"
5. Find "**Return Transcripts**" and click on the year that you need.
6. Your **Tax Return Transcript** will open. You can print or save your document.
- 7.

Note:

- Make sure to request the "**Return Transcript**" and NOT the "Account Transcript."
- For the 2025-2026 academic year, you will need to select the 2023 tax year.
- If you need help creating an ID.me account or verifying your identity, visit the [ID.me IRS Help Site](#).

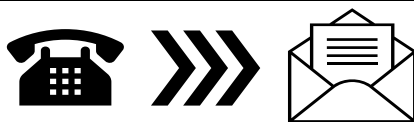


Get Transcript by Mail

1. Go to www.irs.gov, click "Get Your Tax Record."
2. Click "Get Transcript by Mail."
3. Complete all fields marked with an asterisk.
4. Once you click submit, your information will be processed, and a paper copy will be mailed to your home address.

Note:

- Make sure to request the "**Return Transcript**" and NOT the "Account Transcript."
- For the 2025-2026 academic year, you will need to select the 2023 tax year.
- The transcript is generally received within 10 business days from the IRS's receipt of the online request.



Telephone Request

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

Note:

- Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.



Paper Request for Tax Return Transcript

1. Download an [IRS Form 4506T-EZ](#).
2. Complete and sign the form.
3. Mail or fax the completed form to the appropriate address on page 2 of the 4506T-EZ form.

Note:

- Instructions are listed on page two of the form.
- The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.