



IRS Tax Return Transcript Instructions

ONLINE

There are two options to retrieve your tax return transcript online: Direct Download and by Mail. To begin, go to www.irs.gov and click “Get Transcript” under “Tools.” You will be presented with two options.

Direct Download In order to use this option, you must meet the following qualifications. (If you do not meet one of these qualifications, you must use an alternative form of retrieving your tax transcript.)

- Have direct access to a cell phone for receipt of text message code,
- Have direct access to a working email for receipt of secure email code, and
- Have one of the following: credit card, auto loan, mortgage, home equity loan or line of credit for security and identity purposes. **You will not be charged.**

Mail

- You will need the filer’s social security number, date of birth, and the address on the filed tax return.
- Click the button “Get Transcripts by Mail.”
- Fill in the corresponding information and include any apartment numbers if shown on your tax return.
- Once you input **Tax Return Transcript year that is needed**, the IRS will mail your transcript in five to 10 business days.
- **Tax transcript requests cannot be sent directly to the college. They must be sent to the filer.**

PHONE

- Call 1-800-908-9946.
- When prompted by the system, enter the tax filer’s social security number and street address on the tax return.
- Select “Option 2” to request an IRS Tax Return Transcript and indicate **the year that is needed**. The request will arrive in five to ten business days.
- **Tax transcript requests cannot be sent directly to the college. They must be sent to the filer.**

IN PERSON

If you need your tax return transcript in a hurry, there are several IRS Office locations ready to assist with processing your request. Please note that many IRS locations are near high population college communities and may not be able to process your request the same day.

FLORENCE	COLUMBIA	CHARLOTTE (Must call and make appointment)
401 W. Evans Street Florence, South Carolina 29501	1835 Assembly Street Columbia, South Carolina 29201	10715 David Taylor Drive Charlotte, North Carolina 28262

IRS transcripts are free to the public via any request process. Please bring these to our office once you have received them to ensure timely completion of your financial aid file.