

Order a Tax Return Transcript

To order by phone:

1. Call **1-800-908-9946**
2. Enter Social Security Number
3. Enter address numbers (ex. If the address on your taxes was: 780 S 5th W, enter 7805)
4. Press option 2 - *Tax Transcript*
5. Enter tax year you are requesting

Tax return transcripts cannot be ordered by anyone but the tax filer. Students cannot order parents' or spouse's transcripts. Tax return transcripts ordered will be sent to the address reported on the tax filer's taxes.

To order online:

Go to www.irs.gov

1. Click on "Order a Return or Account Transcript".
2. Under step #3 "Go Get Your Transcript" click "Order Transcript"
3. Enter Social Security number, date of birth and address as reported on your tax form. Click "Continue".
4. In the drop down box select "Return Transcript". Enter tax year you are requesting.
DO NOT ORDER AN ACCOUNT TRANSCRIPT.

If successfully linked, tax filers can expect a paper IRS Tax Return Transcript at the address on their original request, in 5-10 business days.

To order by mail:

You can get Form 4506TEZ to order your tax return transcript online at www.irs.gov.

DO NOT REQUEST THAT THE TAX RETURN TRANSCRIPT BE MAILED TO THE FINANCIAL AID OFFICE AT BYU-IDAHO.

To order by App:

1. Download the IRS2GO App from the App Store
2. Click on the section titled "Get My Tax Record"
3. Input required information and submit

If successfully linked, tax filers can expect a paper IRS Tax Return Transcript at the address on their original request, in 5-10 business days.

To obtain in person:

Go to: <http://www.irs.gov/app/officeLocator/index.jsp>

1. Locate your local IRS office.
2. Call and make sure they are able to print your transcript there.
3. Go to the location and pick up for physical IRS tax return transcript.

If you have any questions, PLEASE CALL US!
Phone (208) 496-1600