



2024-2025 IRS Tax Return Transcript Request

Federal Student Aid Programs

Student Financial Services
400 Saint Bernardine St.
Reading, PA 19607
610-796-8201 / 610-796-8336 FAX
sfs@alvernia.edu

Instruction for Requesting the IRS Tax Return Transcript ONLINE

Tax filers can request a transcript, free of charge, from the IRS either online or by mail

- ✓ Go To: www.irs.gov, click on “Get Your Tax Record”

How can we help you?

File your taxes for free	Sign in to your account	Get your refund status
Make a payment	Get your tax record	Find forms & instructions
File an extension	Get answers to your tax questions	Apply for an Employer ID Number (EIN)

- ✓ To Request online, click on “Get Transcript Online”

Request online

Request your transcript online for the fastest result.

What you need

If you're a new user, have your photo identification ready.

What you get

- All [transcript types](#) are available online
- View, print, or download your transcript
- Verify your identity once and you can easily return later to get a transcript or use other IRS online services

Get transcript online

Caution: This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.

Alternative to requesting a transcript online

We recommend requesting a transcript online since that's the fastest method. If you can't get your transcript online, you can request a tax return or tax account transcript by mail instead.

What you need

To request a transcript by mail, you need your mailing address from your latest return.

What you get

- Tax return or tax account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Get transcript by mail



2024-2025 IRS Tax Return Transcript Request

Federal Student Aid Programs

Student Financial Services
400 Saint Bernardine St.
Reading, PA 19607
610-796-8201 / 610-796-8336 FAX
sfs@alvernia.edu

- ✓ You will need to create an ID.me Account or Log In with an existing ID.me Account

IRS now offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy.

ID.me is an account created, maintained, and secured by a technology provider.

If you don't have an ID.me account, you must create a new account.

Sign in with an existing account

Sign in with **ID.me**

OR

Create a new account

ID.me Create an account

- ✓ *If Creating a New Account, you will need the following*
 - o Full Name
 - o Email
 - o Date of Birth
 - o Social Security Number (SSN) or Individual Tax Identification Number (TIN)
 - o Phone Number
 - o Current Address
 - o Driver's License or State ID

Upon successful registration, we give you the option to "continue" and use Get Transcript Online. We'll ask you the reason you need a transcript to help you determine which type may be best for you. Get Transcript Online provides access to all transcript types and available years for you to view, print, or download from your browser.

- ✓ Once logged in, you will need to select a reason for the transcript, choose Income Verification or Other

Get Transcript

Select a reason you need a transcript:

Customer File Number:



2024-2025 IRS Tax Return Transcript Request

Federal Student Aid Programs

Student Financial Services
400 Saint Bernardine St.
Reading, PA 19607
610-796-8201 / 610-796-8336 FAX
sfs@alvernia.edu

- ✓ Choosing Income Verification or Other, will automatically put a box around the transcript needed.

You selected: **Income Verification**
We suggest you download: **Return Transcript**

Below are the transcripts and years available.

Return Transcript	Record of Account Transcript
N/A	N/A
2022	2022
2021	2021
2020	2020

Account Transcript	Wage & Income Transcript
N/A	2023
2022	2022
2021	2021
2020	2020

[Show All](#)

Glossary

Return Transcript

Return transcripts show most line items from your Form 1040-series tax return as it was originally filed, including any accompanying forms and schedules. In many cases, a return transcript will meet the requirements of lending institutions offering mortgages.

Account Transcript

Account transcripts show changes you or the IRS made after you filed your original return, such as making estimated tax payments or filing an amended return.

Record of Account Transcript

- ✓ You will want to click on **2022** under the **ACCOUNT TRANSCRIPT**
- ✓ Once the PDF is open, you will want to **print the document** or **save the document as a PDF** to computer, so it can be attached in an email.