

## How to Request IRS Tax Return Transcripts by Mail

1. Go to IRS website: [www.irs.gov](http://www.irs.gov).
2. Under “Tools”, click “Get Transcript of Your Tax Records.”
3. Click on “Get Transcript by MAIL.”
4. Enter your personal information.
5. From here, you will select the type and year of the transcript you need. For Financial Aid purposes, you will need the Tax Return Transcript.
6. Transcripts will arrive in 5 to 10 calendar days.