

# The Sage Colleges

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## How to Request a Tax Transcript

Dear Student,

Below you will find the verification instructions on requesting a Tax Return Transcript.

\*Please note, the option to use the data retrieval tool on FAFSA is no longer available. According to the IRS and Department of Education, there is no time frame of when it is expected to be back up. A tax transcript will have to be requested and the options are as follows:

### **Requesting a IRS Tax Transcript:**

You must submit an official [IRS TAX RETURN TRANSCRIPT](#), (not an Account Transcript.)

There are 4 ways to obtain the transcript:

<b>Request Method</b>	<b>Where?</b>	<b>What?</b>	<b>How?</b>	<b>When?</b>	<b>Send to Third Party?</b>
Get Transcript Online	<a href="http://www.irs.gov/transcript">www.irs.gov/transcript</a>	Paper	PDF	Immediately	No
Get Transcript by Mail	<a href="http://www.irs.gov/transcript">www.irs.gov/transcript</a>	Paper	Mailed	5-10 Days	No
IRS2GO Mobile App	www.irs.gov	Paper	Mailed	5-10 days	No
Telephone	(800)-908-9946	Paper	Mailed	5-10 days	No
IRS Form 4506T-EZ	<a href="http://www.irs.gov/pub/irs-pdf/f4506tex.pdf">www.irs.gov/pub/irs-pdf/f4506tex.pdf</a>	Paper	Mailed	5-10 days	Yes

## Welcome to Get Transcript



[Español](#) | [中文](#) | [한국어](#) | [TiếngViêt](#) | [Русский](#)

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Get Transcript  
**ONLINE**



### What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

### What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Get Transcript by  
**MAIL**



### What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

### What You Get

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

Visit our [Get Transcript frequently asked questions \(FAQs\)](#) for more information.

**CAUTION:** We never call or send email or text messages asking you to provide information or log in to obtain a transcript or update your profile. Visit [report phishing](#) for instructions if you are unsure about the authenticity of any "unsolicited" communication you receive, other than US mail, claiming to be from the IRS.

### Related Forms

- › Form 4506, Request for Copy of Tax Return
- › Form 4506-T, Request for Transcript of Tax Return
- › Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript
- › Formulario 4506T-EZ (SP), Formulario Abreviado para la Solicitud de un Traslado de la Declaracion de Impuestos Personales

### Related Websites

- › Social Security Administration (SSA) - My Account
- › Free Application for Federal Student Aid (FAFSA)

## Reminder:

Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. Note: Processing Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Please submit the tax return transcript to the Financial Aid Office at The Sage Colleges; **make sure to include the student's name and student ID number on the transcript. Not providing this information could delay your verification process.**