

IRS Tax Return Transcript Request Process – Online Request 2018-2019

OFFICE OF FINANCIAL AID WINTHROP UNIVERSITY

Tax filers can request a transcript, free of charge, of their **2016** tax return from the IRS. The **Online Request** method may not work for all tax filers. If it does not work for you, review the [IRS Tax Return Transcript Request](#) for how to request a tax transcript by mail.

Online Request PDF (Preferred Method)

- Available on the IRS Web site at <http://www.irs.gov/Individuals/Get-Transcript>
- Click **Get Transcript Online** button

Welcome to Get Transcript

English | Español | Chinese, Traditional | Korean | Russian | Vietnam

Individuals

How to File

When to File

Where to File

Update My Information

Tax Record (Transcript)

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 **Get Transcript by Mail**

What You Need **What You Need**

Related Forms

- [About Form 4506](#)
- [About Form 4506T](#)
- [About Form 4506T-EZ](#)
- [Formulario 4506T-EZ \(SP\)](#)
- [Formulario Abreviado para la Solicitud de un Traslado...](#)

Related Websites

- [Social Security Administration \(SSA\) - My Account](#)
- [Free Application for Federal Student Aid \(FAFSA\)](#)

- Click **Create a Login** or **Login** button
 - If you must **Create a Login**, follow all the steps listed.
- Once you are logged in, choose **Higher Education/Student Aid** as the reason you are requesting a tax transcript.
- In the **Return Transcript** box click **2016**. If 2016 is not showing available, your tax return transcript is not available yet for downloading. Do not choose any other type of transcript. Only the **Return Transcript** can be submitted for this process.
- Your tax transcript will appear as a PDF. Save it to your computer or print. **Write the student's Winthrop ID number on each page.** Submit a copy to the Office of Financial Aid.

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