


Ordering a Tax Transcript

Go to <https://www.irs.gov/individuals/get-transcript>

- Under **Tools**, select **Get a Tax Transcript**. The following window will appear:



Request 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 Online](#)

Request 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

[Get Transcript by Mail](#)

- Choose **Tax Return Transcript** or **Verification of Non-Filing**, whichever Financial Aid requested. Do not choose *Tax Account Transcript*.
 - Call (800) 829-9946. Please listen to the options as they may have changed.
 - The IRS will verify your information; have your filing status and the address on your tax return.
 - To order by fax complete the 4506T and fax to (855) 821-0094.
 - Transcripts are mailed directly to the student who would submit to FCTC's Financial Aid office.

Questions? Contact Financial Aid at (904) 547-3512

Fax (904) 429-9646

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