

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:

Quickest Method

<p>Request Online</p> <p>What You Need</p> <p>To register and use this service, you need:</p> <ul style="list-style-type: none">• 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. <p>What You Get</p> <ul style="list-style-type: none">• All transcript types are available online• View, print or download your transcript• Username and password to return later <p>Get Transcript Online</p>	<p>Request by Mail</p> <p>What You Need</p> <p>To use this service, you need your:</p> <ul style="list-style-type: none">• SSN or Individual Tax Identification Number (ITIN),• date of birth, and• mailing address from your latest tax return <p>What You Get</p> <ul style="list-style-type: none">• 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 <p>Get Transcript by Mail</p>
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- 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) 547-3502 or (904) 547-3505

Fax (904) 429-9646