

# 2022-2023 IRS TAX RETURN TRANSCRIPT REQUEST PROCESS

Tax filers can request a transcript (free of charge) of their 2020 tax return from the IRS in one of three ways:

## 1) Request Online

- Available on the IRS website at [www.irs.gov](http://www.irs.gov)
- On the homepage click “Get Your Tax Record”
- Scroll down and click the blue button that reads “Get Transcripts by Mail”
- Proceed by clicking “OK” on the authorization page
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. Click “Continue”
- In the **Select Transcript Type** field, select “Return Transcript” and in the **Select Tax Year** field, select “2020”
- At this time, Allegheny College is not providing a “Customer File Number”
- Click “Continue”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the online request was successfully transmitted to the IRS

## 2) Telephone Request

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “2020”
- At this time, Allegheny College is not providing a “Customer File Number”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request

## 3) Mail or Fax in Paper Request Form

- IRS Form 4506-T - Download at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> or complete the attached form.