



How to Obtain Your Tax Return Transcripts from the IRS

Your IRS Tax Return Transcripts can be obtained by any of the below options.

1. Link your tax information to your FAFSA quickly using the IRS Data Retrieval Tool! (5-10 minutes)
 - On the Financial Information Section of the FAFSA, answer “No” to the questions that are asked, select the button that says “Link to IRS.” You must input your Studentaid.gov ID in your FAFSA to access the link.
 - You will then be directed to the IRS website, once there, enter your tax information as listed on your 1040 Income tax return. Select “Submit.”
 - If successful, your tax information will pop up. Check the “Transfer My Tax Information into the FAFSA form” box, and click the “Transfer Now” button.
 - You will see the words “Transferred from IRS” where the data was linked to your FAFSA successfully. Be sure to electronically sign and submit the corrected FAFSA to ensure Gwynedd Mercy University receives the updates in about 3-5 business days.
2. Create an Online Account with the IRS to obtain your transcripts (30-60 minutes)
 - Go to this link: <https://www.irs.gov/individuals/get-transcript>
 - Select “Get Transcript Online.”
 - You will need the following to use the online service:
 - 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.
 - Once completed, you can download your tax return transcript directly online.
3. Obtain your tax return transcript via postal mail (5-10 business days)
 - Go to this link: <https://www.irs.gov/individuals/get-transcript>
 - Select “Get Transcript by Mail.”
 - You will need the following to use the mail service
 - SSN or Individual Tax Identification Number (ITIN),
 - date of birth, **AND** mailing address from your latest tax return
 - Once completed, your transcript will be sent to your home address. Be sure to select the “Return” option when it lists the types of transcripts.
4. Complete form 4506-T to receive your tax return transcript (2-3 weeks)
 - Access the form here: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - All necessary boxes must be filled in completely or the IRS will reject your request
 - Be sure to check the box that states return transcript, enter the correct tax year (i.e. 12/31/20xx) and check that you have the authority to sign the form.
 - Physically sign the form. Fax it to the IRS at the appropriate number listed on the form.
5. Contact a local IRS office in your state, and schedule an appointment to get the transcript. (Time Varies)
 - Go to this link: <https://www.irs.gov/help/contact-your-local-irs-office>
 - Call your IRS Office to Schedule the Appointment
 - Below are 3 IRS Offices within 25 miles from Gwynedd Mercy University.

Horsham Office
200 Lakeside Drive
Horsham, PA 19044
215-887-6134

Philadelphia Office
600 Arch Street
Philadelphia, PA 19106
267-941-6800

King of Prussia Office
601 South Henderson Road
King of Prussia, PA 19406
610-992-5130

Office of Student Financial Aid
1325 Sumneytown Pike, Gwynedd Valley, PA 19437-0901
Phone: 215-646-7300 Ext. 21216 • Fax: 215-641-5556 • Email: financialaid@gmercyu.edu