

Order a Tax Return Transcript

To order by phone:

1. Call **1-800-908-9946**
2. Enter Social Security Number
3. Enter address numbers (ex. If the address on your taxes was: 780 S 5th W, enter 7805)
4. Press option 2 - *Tax Transcript*
5. Enter tax year you are requesting

Tax return transcripts cannot be ordered by anyone but the tax filer. Students cannot order parents' or spouse's transcripts.

Tax return transcripts ordered will be sent to the address reported on the tax filer's taxes.

To order online:

Go to <http://www.irs.gov>

1. Under step #3 "Go Get Your Transcript" click "Order Transcript"
2. Enter Social Security number, date of birth and address as reported on your tax form. Click "Continue".
3. In the drop down box select "Return Transcript". Enter tax year you are requesting.
DO NOT ORDER AN ACCOUNT TRANSCRIPT.

If successfully linked, tax filers can expect a paper IRS Tax Return Transcript at the address on their original request, in 5-10 business days.

To order by mail:

You can get Form 4506TEZ to order your tax return transcript online at www.irs.gov.

DO NOT REQUEST THAT THE TAX RETURN TRANSCRIPT BE MAILED TO THE FINANCIAL AID OFFICE AT BYU-IDAHO.

If you have any questions, PLEASE CALL US!
Phone (208) 496-1600