

# **HOW TO REQUEST A 2019 TAX RETURN TRANSCRIPT- 2021-2022**

Available at [www.irs.gov](http://www.irs.gov)

## **Online Request**

- Click or tap "**Get Your Tax Record**"
- Click or tap "**Get Transcript Online**" (If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by Mail, see below)
- Follow instructions for creating an account or login.
- Select "**Tax Return Transcript**" (**not** "Tax Account Transcript") and in the Tax Year field, select "**2019**".
- Sign and submit the tax return transcript to Humboldt State University; make sure to include the student's name and HSU ID Number on the transcript.
  - Upload using
  - Fax: 707-826-5360
  - Mail to: Humboldt State University. Financial Aid Office. 1 Harpst St. Arcata, CA 95521.

OR

- Click or tap "**Get My Tax Record**"
- Click or tap "**Get Transcript by Mail**"
- Follow instructions.
- Select "**Return Transcript**" (**not** "Account Transcript") and in the Tax Year field, select "**2019**".
- 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.
- Sign and submit the tax return transcript to Humboldt State University; make sure to include the student's name and HSU ID Number on the transcript.
  - Upload using
  - Mail to: Humboldt State University, Financial Aid Office. 1 Harpst St, Arcata, CA 95521.

## **Telephone Request**

Available from the IRS by calling **(800) 908-9946**

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select "**Option 2**" to request an IRS Tax Return Transcript (**not** "Tax Account Transcript") and then enter "**2019**".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the tax return transcript to Humboldt State University; make sure to include the student's name and HSU ID Number on the transcript.
  - Upload using
  - Fax: 707-826-5360
  - Mail to: Humboldt State University. Financial Aid Office. 1 Harpst St, Arcata, CA 95521.

## Paper Request Form – IRS Form 4506T-EZ

Download IRS Form 4506T-EZ at <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

- Complete lines 1 – 4, following the instructions on page 2 of the form. Use blue or black ink.
- Line 3: Enter the tax filer's street address and zip or postal code. Use the address currently on file with the IRS.
- Line 5: This provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS. Do **NOT** have your Tax Return Transcript sent directly to Humboldt State University.
- Line 5b: provides tax filers with the option to a 10 digit Customer File Number: enter the Student's HSU ID number on this line.
- Line 6: in the Tax Year field, **enter "2019"**.
- The tax filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint tax return transcript.
- The IRS will not process a transcript request if you cross out any error that you made when filling out the Tax Transcript Request; instead print out a new request and return the properly completed and signed to the IRS.
- Mail or fax the completed IRS Form 4506T-EZ to the address (or FAX number) provided on page 2 of Form 4506T-EZ.
- If the 4506T-EZ information is successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided on their request within 5 to 10 days.
- Sign and submit the tax return transcript to Humboldt State University; make sure to include the student's name and HSU ID Number on the transcript.
  - Upload using
  - Fax: 707-826-5360
  - Mail to: Humboldt State University. Financial Aid Office. 1 Harpst St, Arcata, CA 95521.

### How to fix address matching problems when ordering online:

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word "street" rather than using the abbreviation "St." can be enough to cause an error.
- Addresses on the IRS system are auto-corrected through a post office program and may not match what you put on your tax return.

### We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
  - To get a **standardized version of your address**: 1) go to [www.usps.com](http://www.usps.com) 2) Click or tap Look Up a Zip Code 3) Enter Street Address, City, State 4) Click or tap Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at (800) 876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).