

IRS Tax Return Transcript Process

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

1) Request Tax Return Transcript with an online request

To Get transcript online	Get transcript by mail
View and print your transcript immediately	Transcripts arrive in 5-10 calendar days
 Available on the IRS Web site at <u>www.irs.gov</u> In the <i>"Tools</i>" menu click "Get transcript a tay transcript" 	 Available on the IRS Web site at <u>www.irs.gov</u> In the <i>"Tools</i>" menu click "Get transcript a tax transcript" Click <i>"Get Transcript by mail"</i>
 tax transcript" Click "Get transcript online" You must first create an account and sign in Once you have created an account you can 	 Enter the tax filer's requested information. Note: Use the exact address that was used on your 2020 Income tax return. Click "Continue" In the Type of Transcript field, select <u>"Tax Return Transcript"</u> and in the Tax Year field, select "2020."
then print a "Tax Return Transcript" for Tax Year "2020."	• After you submit your request, you should receive your tax transcript in 5- 10 days.

2) <u>Request Tax Return Transcript by telephone request</u>

Get transcript by mail Transcripts arrive in 5-10 calendar days

- 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. Generally this will be numbers of the street address that was **listed on the latest tax return filed**. However, if an address change has been completed through the US Postal Service, the IRS may not have the updated address on file.

3) Request Tax Return Transcript in person

Visit the IRS Tax Office

• You may pick up the IRS Return Transcript at **IRS Office**, **161 Court Street**, **Charleston**, **WV 25301 or IRS Office**, **420 Riffe Street**, **Sophia**, **WV** (You must call 1-844-545-5640 to make an appointment to pick up Tax Return Transcript).

Requires a Copy of all W2S for the Student/Spouse and/or Parents

For more information visit: www.southernwv.edu

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