

Lamar University

How to request an IRS Tax Transcript

Option 1.

You can call 1-800-829-1040. This option will take approximately 10-15 days.

1. If you call between 7:00am – 10:00pm use the following steps:
 - a. Select Option 2 (Business/Personal Tax Account)
 - b. Select Option 1 (Individual Tax Return)
 - c. Enter the Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
 - d. Select Option 1 (Transcripts).
 - e. Select Option 2 (Transcript of Tax Return).

2. If you call at any other times:
 - a. Select Option 1 (Automated Services).
 - b. Select Option 5 (Transcripts).
 - c. Enter the Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
 - d. Select Option 2 (Transcripts).

Option 2.

You can also order the transcripts by mail. Go to <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> and print the form. You can specify which address you want the transcript sent to. **DO NOT HAVE IT MAILED TO Lamar University's FINANCIAL AID OFFICE.**

You can also fax the form to **512-460-2272**. When using this form choose:

- 6a - to request a tax transcript
- 6d - for proof that a tax return was not filed
- 6e - for w-2 transcripts.

Before we will accept any tax return or tax transcript it must be signed by the person whose social security number is on it.