



Request for Transcript of Tax Return

Parent and student tax filers may obtain a Tax Transcript from the IRS by completing an online request or a paper request. The preferred method is the “Online Request”:

Online Request: Parents and students must complete request at the [IRS website](#). There are two options for receipt: Online pdf (must have a valid credit card, mortgage or car loan and cell phone number). By Mail: complete the request on the IRS website and the IRS will send the transcript directly to the tax filer (the transcript will be sent to the same address used for filing the return). **NOTE: Be sure to request a “Return” Transcript.**

Paper Request: Tax filers may also complete the [IRS Form 4506](#) (PDF/96KB) to request that the Tax Transcript. Separate requests must be completed for student tax filers and parent tax filers. This option is not suggested as it can take a very long time for the IRS to process the request.

Once received, the tax transcript can be uploaded to the student’s Anselmian Aid (formerly Net Partner) financial aid portal accessed via MyAnselm (click on My Finances, then My Financial Aid to access Anselmian Aid).