



LOS ANGELES PACIFIC  
UNIVERSITY



# TAX RETURN TRANSCRIPT

Follow these steps to order a copy of your Tax Return Transcript. You can choose to receive your Tax Return Transcripts by mail or electronically.

## OPTION #1 (BY MAIL)

1 Go to [www.irs.gov/transcripts](http://www.irs.gov/transcripts)

2 Click **“Get Transcript by Mail”**

3 Complete **required** fields and click **“Continue”**.

4 Select Type of Transcript option **“Return Transcript”** and then select the year you are requesting and click **“Continue”**.

The screenshot shows the IRS 'Get Transcript' page. At the top, there is a search bar and navigation links for 'Charities & Nonprofits' and 'Tax Pros'. Below the navigation bar, there are tabs for 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The main heading is 'Welcome to Get Transcript'. On the left, there is a sidebar with 'Individuals' and 'How to File'. The main content area contains instructions on how to get transcripts and a list of 'Related Forms'. The 'Get Transcript by Mail' button is circled in red, and a red arrow points to it from the right.

The screenshot shows the 'Get Transcript by Mail' form. At the top, there is a search bar and navigation links for 'Contact Us' and 'Exit'. The main heading is 'Get Transcript by Mail'. Below the heading, there is a link for 'En Español | Privacy Notice'. The form contains several required fields: 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)', 'Date of Birth', 'Street Address', and 'ZIP or Postal Code'. A red box highlights these fields, and a red arrow points to the 'Continue' button at the bottom.

The screenshot shows the 'Get Transcript by Mail' form. At the top, there is a search bar and navigation links for 'Contact Us' and 'Exit'. The main heading is 'Get Transcript by Mail'. Below the heading, there is a link for 'En Español | Privacy Notice'. The form contains several required fields: 'Type of Transcript' (set to 'Return Transcript'), 'for Tax Year' (set to 'Select'), and 'Continue' button at the bottom. A red arrow points to the 'Continue' button.

## OPTION #2 (ELECTRONICALLY)

1 Go to [www.irs.gov/transcripts](http://www.irs.gov/transcripts)

2 Click “Get Transcript Online”

3 Select an option to verify your identity.

4 Input your phone number.

IRS

Search

Help | News | Language | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Home > File > Individuals > Update My Information > Tax Record (Transcript) > Get Transcript

### Welcome to Get Transcript

English | Español | Chinese, Traditional | Korean | Russian | Vietnamese

**Individuals**

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your **current year transcript availability**. **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

**Related Forms**

- About Form 4506
- About Form 4506T
- About Form 4506T-EZ
- Formulario 4506T-EZ (SP), Formulario Abreviado para la Solicitud de un Trasunto...

**Related Websites**

- Social Security Administration (SSA) - My Account

How to File

When to File

Where to File

Update My Information

**Get Transcript Online**

**Get Transcript by Mail**

### We also need to verify a financial account number

To prevent identity theft and protect the security of your tax information, we need you to verify your identity by providing an active account number from one of the following types of financial services: credit card, auto loan, mortgage home equity loan, or home equity line of credit.

Please provide one of the following:

- Last 8 digits of credit card
- Auto Loan Account Number
- Mortgage or Home Equity Loan Account Number
- Home Equity Line of Credit Account Number
- I don't have a current credit card, auto loan, home equity loan, or mortgage

**CANCEL** **CONTINUE** >

### Verify your phone number

To protect your information, we need to send a text message to your mobile phone number.

Your name must be associated with your US-based mobile phone account. We can't verify pay-as-you-go (prepaid) plans, landlines, or virtual phone numbers like Google Voice.

Enter your mobile phone number:

**CANCEL** **SEND MESSAGE** >

A text message will be sent to your phone. Message and data rates may apply. By continuing, you opt-in to receive a one-time code via text message each time you log in. [We won't use your phone number for any other communication.](#)

Don't have a mobile phone or can't verify your phone number? Try these alternative options.

[Receive an activation code by postal mail \(5-10 calendar days\).](#) Selecting this option will allow you to create your username and password, but you won't be able to access the online service today. You'll need to come back to activate your account after you receive the activation code in the mail.

[Review options that don't require a mobile phone or an activation code by postal mail.](#) These other alternatives will not allow you to complete registration for this online service.

### Questions?

Contact

Student Financial Services at:

• [sfs@lapu.edu](mailto:sfs@lapu.edu)

• 626-624-HOPE (4673)