



LOS ANGELES PACIFIC  
UNIVERSITY

Azusa Pacific University System



# 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”.

IRS

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 Transunto...
- Social Security Administration (SSA) - My Account

Get Transcript Online | **Get Transcript by Mail**

IRS.gov

### Get Transcript by Mail

En Español | Privacy Notice

All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

Day Month

Street Address ?

ZIP or Postal Code ?

Continue

IRS.gov

### Get Transcript by Mail

Type of Transcript ?

Return Transcript

for Tax Year ?

Select

Continue

## 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.

The screenshot shows the IRS website's 'Get Transcript' page. At the top, there's a search bar and navigation links for 'Charities & Nonprofits' and 'Tax Pros'. Below that are tabs for 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The main content area is titled 'Welcome to Get Transcript' and includes a breadcrumb trail: 'Home > File > Individuals > Update My Information > Tax Record (Transcript) > Get Transcript'. There are language options (English, Español, Chinese, Traditional, Korean, Russian, Vietnamese) and a 'Where to File' section with a red arrow pointing to the 'Get Transcript Online' button, which is circled in red. Other options include 'Get Transcript by Mail' and 'Update My Information'. A 'Related Forms' section lists various forms like Form 4506, Form 4506T, Form 4506T-EZ, and Formulario Abreviado para la Solicitud de un Trasunto...

This screenshot shows the verification step: 'We also need to verify a financial account number'. It explains that to prevent identity theft, the user must provide an active account number from one of the following types: credit card, auto loan, mortgage home equity loan, or home equity line of credit. Below this, it asks the user to 'Please provide one of the following:' and lists five radio button options: 'Last 8 digits of credit card', 'Auto Loan Account Number', 'Mortgage or Home Equity Loan Account Number', 'Home Equity Line of Credit Account Number', and 'I don't have a current credit card, auto loan, home equity loan, or mortgage'. Each option has a corresponding text input field. A 'Note' states: 'We are unable to verify debit cards, corporate cards, or American Express cards.' At the bottom are 'CANCEL' and 'CONTINUE >' buttons. A red box highlights the radio button options, and a red arrow points to it from the left.

This screenshot shows the 'Verify your phone number' step. It states: '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.' Below this is a text input field for the phone number, which is circled in red. A red arrow points to it from the left. Below the input field are 'CANCEL' and 'SEND MESSAGE >' buttons. At the bottom, there's a disclaimer: '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.' There's also a link for 'Don't have a mobile phone or can't verify your phone number? Try these alternative options.' and another link: '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.' A final link says: '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 Support Central at:

- [supportcentral@lapu.edu](mailto:supportcentral@lapu.edu)
- 626-624-HOPE (4673)