

How to Request a Tax Return Transcript, 2023-2024

Tax filers can request a transcript of their **2021 tax return**, free of charge, from the IRS in one of three ways:

- Online
- By Telephone
- By Mail

Online Request

Available at on the IRS website - <https://www.irs.gov/>

- Click on "**Get Your Tax Record**"
- Click "**Get Transcript Online**" (If at any point, you cannot validate your identity or you lack access to a mobile phone – you may use Get Transcript by Mail, see below)
- Follow instructions for creating an account or log in.
- Select "**Tax Return Transcript**" (not "Tax Account Transcript") and in the Tax Year field, select "**2021**".
- Submit the tax return transcript to the Minot State Financial Aid Office; make sure to include the student's name and Minot State Student ID number on the transcript.

OR

- Click on "**Get Your Tax Record**"
- Click "**Get Transcript by Mail**"
- Follow instructions.
- Select "**Return Transcript**" (not "Account Transcript") and in the Tax Year field, select "**2021**".
- Customer File Number – enter the student's (seven-digit) Minot State Student ID number.
- Tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 10 business days.
- Submit the tax return transcript to the Minot State Financial Aid Office; make sure to include the student's name and Minot State Student ID number on the transcript.

Telephone Request

Available from the IRS by calling **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.
- Select "**Option 2**" to request an IRS Tax Return Transcript (not "Tax Account Transcript") and then enter "**2021**".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided in their telephone request within 10 business days from the time of the request.
- Submit the tax return transcript to the Minot State Financial Aid Office; make sure to include the student's name and Minot State Student ID number on the transcript.

Paper Request Form – IRS Form 4506T-EZ (Short Form Request for Individual Tax Return Transcript)

Download IRS Form 4506T-EZ at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1 – 4, following the instructions on page 2 of the form, use blue or black ink.
- Line 3: enter the tax filer's current address.
- Line 4: enter the address shown on the last return filed if it is different from the address on Line 3.
- Line 5: Customer file number – enter the student's (seven-digit) Minot State ID number.
- Line 6: in the Year(s) requested, **enter "2021"**.
- Mark the box "Signatory attests..."
- The tax filer must sign and date the form and enter their phone number. Only one signature is required when requesting a joint tax return transcript.
- The IRS will not process a transcript request if you cross out any error that you made when filling out the Tax Transcript Request; instead print out a new request and follow the instructions above.
- Mail the completed IRS Form 4506T-EZ to the address provided on page 2 of Form 4506T-EZ.
- If the 4506T-EZ information is successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided on their request within 10 business days from the IRS's receipt of the paper request form.
- Submit the tax return transcript to the Minot State Financial Aid Office; make sure to include the student's name and Minot State Student ID number on the transcript.

How to submit your tax return transcript to Minot State:

- **SUBMIT ONLINE** using our SECURE FILEDROP by visiting: <https://www.MinotStateU.edu/finaid/verification.shtml>
- **SECURE FAX** (701) 858-4310
- **IN PERSON** - Minot State University, Administration Building, 2nd Floor, Minot State Financial Aid Office
- **MAIL**
Minot State University
Attn: Financial Aid Office
500 University W
Minot, ND 58707

How to fix address-matching problems when ordering online

When entering the information into the IRS address matching system note the following:

- The address entered must match the address already on file with the IRS exactly.
- The address on file is typically the address on your most recent tax return.
- Spelling out the word "Street" rather than using the abbreviation "ST." can be enough to cause an error.
- Addresses on the IRS system are auto corrected through a post office program and may not match what you put on your tax return.

We suggest the following if you run into problems:

- Have your taxes in front of you and enter the address carefully as it is on your return.
- If you entered your address as it appears on your return and it doesn't work, try using the standardized version of your address.
-To get a **standardized version of your address**: (1) go to www.usps.com (2) Click Quick Tools and Look Up a Zip Code (3) Enter Street Address, City, State (4) Click Find
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-275-8777, Monday – Friday, 8:00 a.m. - 8:00 p.m.

Tax Filers with Special Circumstances

Individuals Granted a Filing Extension by the IRS - Provide the following:

- a copy of IRS Form 4868 that was filed with the IRS for the tax year
- a copy of the IRS's approval of an extension beyond the automatic six-month extension (if applicable);
- a copy of W-2 forms for **each** source of employment income received for the tax year and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for the tax year; **and**
- Documentation from the IRS dated on or after October 1, 2022, that indicates a 2021 income tax return was not filed.

Individuals Who Filed an Amended IRS Income Tax Return - Must provide a signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS and a signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.

Individuals Who Were Victims of Tax Administration Identity Theft – Must provide a Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2021 income tax return and applicable schedules the individual filed with the IRS; and a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax related identity theft and that the IRS is aware of the tax-related identity theft. For more information, contact the IRS at 1-800-908-4490.

Individuals Who Filed Non-US Income Tax Returns - A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.