



IRS Tax Return Transcript Request Process

Financial Aid Office ▪ 4001 W. McNichols Rd. ▪ Detroit, MI 48221
Phone: 313-993-3350 ▪ Fax: 313-993-3347 ▪ finaid@udmercy.edu

Tax filers can request a transcript, free of charge, of their tax return from the IRS in one of four ways. *When applying for a transcript, the address they are requesting is the one listed on the latest tax return.*

If you have filed an **AMENDED RETURN**: You must request the IRS Record of Account Transcript for the requested tax year. This Record of Account Transcript combines the Tax Return and the Tax Account transcripts into one complete transcript. This transcript is available for the current tax year and returns processed during the prior three years. You can do this by following the steps below.

Request By Mail

1. Go to the IRS Web site: www.irs.gov
2. Under **Tools**, select **Get a Tax Transcript**.
3. **Get Transcript by MAIL** (this will be mailed to you in 5-10 business days).
 1. Enter the information requested for the primary tax filer and click continue.
 - Social Security Number
 - Date of Birth
 - Mailing address of latest return
 2. Under **Type of Transcript**, select “Return Transcript” and under **Tax Year**, enter the requested Tax Year and click continue. You should receive a confirmation page stating your request has been accepted.

Request In-Person

All Taxpayer Assistance Centers (TACs) now operate by appointment. When calling to schedule an appointment, customer service representatives are available Monday through Friday, 7 a.m. to 7 p.m.

Caution: Many of their offices are located in Federal Office Buildings. These buildings may not allow visitors to bring in cell phones with camera capabilities.

Multilingual assistance is available in every office. Hours of operation are subject to change.

The Detroit Office is located:

500 Woodward Ave. Detroit, MI 48226

Monday-Friday - 8:30 a.m.- 4:30 p.m.

Make Appointment

844-545-5640

Office Information

313-628-3722

Request By Phone

(this will be mailed to you in 5-10 business days)

1. Available from the IRS by calling 1-800-908-9946 (7am-7pm).
2. Tax filers must follow prompts to enter their social security number and the numbers in their street address.

Select “Option 2” to request an IRS Tax Return Transcript and then enter the requested Tax Year

Online Request

1. Go to the IRS Web site: www.irs.gov
2. Under **Tools**, select **Get a Tax Transcript**.
3. **Get Transcript Online** (this will be immediately available as a PDF for you to view and print).
4. Enter the information requested for the primary tax filer and click continue.
 - Social Security Number
 - Date of Birth
 - Filing Status
 - Mailing address of latest return
 - Your personal account number from a credit card, mortgage, home equity loan, home equity line of credit, or car loan
 - A mobile phone with your name on the account
 - Access to your email account

Under **Type of Transcript**, select “Return Transcript” and under **Tax Year**, enter the requested Tax Year and click continue

All documents required for Verification must be received and reviewed before any Financial Aid can be processed to your account. Your expected Financial Aid amounts may change pending results of the Verification process.