

PRESBYTERIAN COLLEGE

How to Request an IRS 2020 Tax Return Transcript

How can we help?

Office of Financial Aid
503 South Broad Street
Clinton, SC 29325
864.833.8288 | finaid@presby.edu

1) Request by Mail:

1. Go to www.irs.gov.
2. Click on “**Get Your Tax Record**”.
3. On the next page, click the box that says “**Get Transcript by MAIL**”.
4. Fill out the requested information on the next page. Use the primary taxpayer information. If you filed jointly, both spouses are listed on the tax return. The primary taxpayer is the one whose name and social security number are listed first on the tax return. Then click “**Continue**”.
5. On the next page, select a **RETURN TRANSCRIPT** for the Type of Transcript and select **2020** for the Tax Year. Click “**Continue**”. Once finished, the transcript will be sent to the address you have on file.

2) Telephone Request

1. Call **1.800.908.9946**.
2. Enter the tax filer’s pertinent data (SSN, DOB, address, etc.).
3. Select **Option 2** to request an “**IRS Tax Return Transcript**”.
4. Enter **2020**.
5. If successfully validated, the IRS will mail you the **2020 Tax Return Transcript** within 5-10 business days.

3) Request and Print Yourself:

1. Go to www.irs.gov.
2. Click on “**Get Your Tax Record**”.
3. On the next page, click the box that says “**Get Transcript Online**”.
4. You will need to create an account with the IRS system. Follow all prompts to do so and then you will proceed with the information needed to request your **2020 return transcript**.
5. After logging in, choose “Higher Education/StudentAid” as the reason for your request. Click “Go.”
6. In the “Return Transcript” section, click 2020. An asterisk means you have filed but the return has not been processed. You will need to try later.
7. A PDF of the Return Transcript will appear on your screen. Print 2 copies. Send us a copy and keep one for your records.

4) Print the form and mail it to them:

1. Go to www.irs.gov.
2. Click on box that says “**Get Your Tax Record**.”
3. On the right hand side, click on “About Form 4506-T.” Click on the box for “**Form 4506-T**”.
4. Print the form, complete it for tax year ending 12-31-2020 and fax or mail it to the IRS address for your state on page 2.

**To submit the 2020 Tax Return Transcript,
please deliver in person, by mail or fax to the Office of Financial Aid.**

Mailing address: Presbyterian College
Attn: Financial Aid Office
503 S. Broad St
Clinton, SC 29325

FAX: 864.833.8749