

INSTRUCTIONS ON REQUESTING A RETURN TRANSCRIPT

If a married couple filed separately, you will need to request two separate forms, one for each spouse

Online Request

Available at <https://www.irs.gov/individuals/get-transcript>

Click **“Get Transcript Online”**

Helpful hints

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.

This document will contain redacted information, therefore, before submitting to the office make a copy for your files and put your child's full name and JCU ID on all pages.