

Requesting a Tax Transcript

Go to <https://www.irs.gov/individuals/get-transcript>

Click the button for “Get Transcript Online” or “Get Transcript by Mail” (Mailed Tax Transcripts are estimated to take 5-10 days to receive from the IRS).

The screenshot shows the IRS website's navigation bar with the IRS logo and menu items: File, Pay, Refunds, Credits & Deductions, and Forms & Instructions. A search bar is on the right. The main content area is titled 'Your Information' and includes a sidebar with categories: Tax Record (Transcript), Third Party Authorization, Students, Employees, Parents, Military, and Seniors & Retirees. Below these are sections for Businesses and Self-Employed, Charities and Nonprofits, International Taxpayers, and Government Entities. The main content area contains a 'Caution' and a paragraph explaining transcript types. Below this are two columns: 'Request Online' and 'Request by Mail'. The 'Request Online' column lists requirements (SSN, date of birth, filing status, mailing address, email account, personal account number, and mobile phone) and benefits (all transcript types available online, view/print/download transcript, and return later). A blue button labeled 'Get Transcript Online' is circled in red. The 'Request by Mail' column lists requirements (SSN or ITIN, date of birth, and mailing address) and benefits (return or account transcript delivered by mail, and arrival in 5 to 10 calendar days). A blue button labeled 'Get Transcript by Mail' is also circled in red. A large red 'OR' is placed between the two columns.

Caution: The Get Transcript Service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.

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. To find out how much you owe or to verify your payment history, 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](#).

Request Online

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Get Transcript Online

Request by Mail

What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Get Transcript by Mail

OR

Follow the instructions on the webpages that follow and when prompted for:

- **Type of Transcript**, it is important to select the **Return Transcript** option.
- **Tax Year**, be sure to select the correct year. This is two years prior to the academic year that you are in enrolled. For example, for enrollment in the academic year that starts in the fall of 2021, select Tax Year 2019.

Upload your tax transcript in Net Partner using the following instructions.

NET Partner Document Upload Instructions

1. Save your document to your computer only as a PDF or JPEG file that is a file size of 25MB or less.
2. Login to SchreinerOne at <https://info.schreiner.edu/ICS/>
3. Click the “Students” tab at the top (Use the “Admissions” tab if you are a new student and the “Students” tab is not yet available)
4. Click the “Financial Aid” link on the left side.
5. Look for the “NET Partner” link in the center.
6. After the new site opens, ensure the correct “Current Award Year:” is selected at the top of the page.
7. Click the Menu icon at the top and click “Required Documents”.
8. “Upload it now!” will appear next to the documents you are able to upload.
9. Click the Browse button, select your file, and then click the Upload button.
10. Confirm that you receive a message that says “Your file was uploaded successfully...”
If you do not receive this message, you will need to try again.
11. The “Upload it now!” option will disappear next to the document on your NET Partner home screen and the Status will change to “Not Reviewed”.
12. After the Financial Services department has reviewed the document, the status will change to “Received”, “Incomplete”, or back to “Not Received” if the document uploaded was incorrect.
13. If the status returns to Not Received, the “Upload it now!” option will reappear to allow you to upload the corrected document.

Documents may also be faxed to (830) 257-3233, sent by postal mail, or hand delivered to the Financial Services department in the Welcome Center. However, to ensure the most secure and timely receipt and processing of your documents, you are encouraged to use your NetPartner account to upload all documents directly into your financial aid record.