

## 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.