



# 2024-2025 IRS Tax Return Transcript Request Federal Student Aid Programs

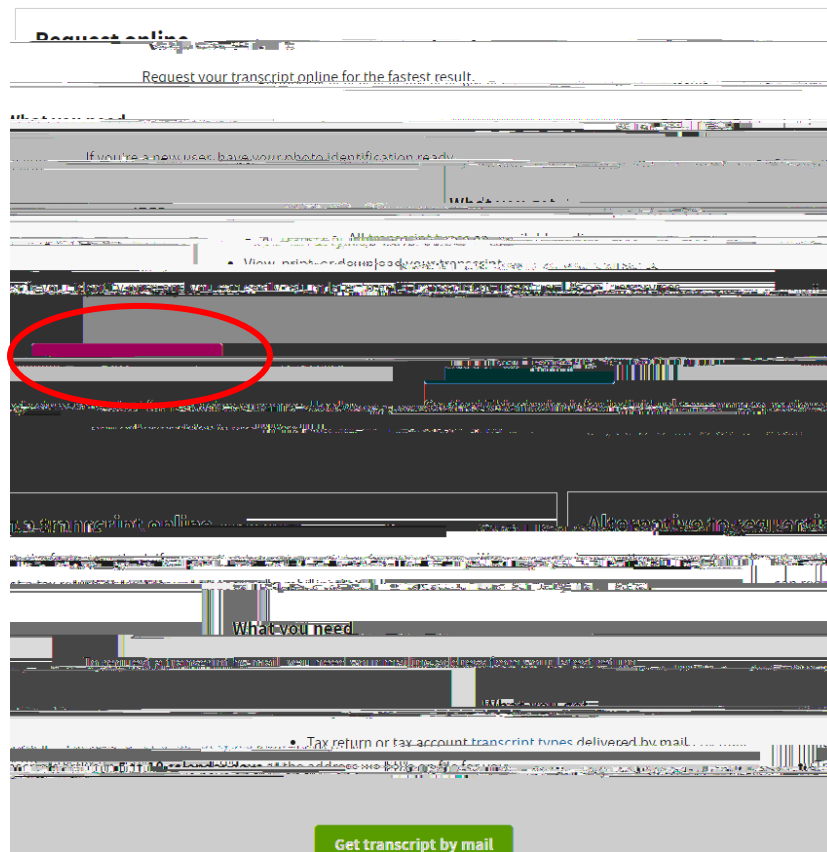
Student Financial Services  
400 Saint Bernardine St.  
Reading, PA 19607  
610-796-8201 / 610-796-8336 FAX  
[sfs@alvernia.edu](mailto:sfs@alvernia.edu)

Instruction for Requesting the IRS Tax Return Transcript ONLINE  
*Tax filers can request a transcript, free of charge, from the IRS either online or by mail*

Go To: [www.irs.gov](http://www.irs.gov), click on "Get Your Tax Record"



To Request online, click on "Get Transcript Online"





# 2024-2025 IRS Tax Return Transcript Request Federal Student Aid Programs

Student Financial Services  
400 Saint Bernardine St.  
Reading, PA 19607  
610-796-8201 / 610-796-8336 FAX  
[sfs@alvernia.edu](mailto:sfs@alvernia.edu)

You will need to create an ID.me Account or Log In with an existing ID.me Account

*If Creating a New Account, you will need the following*

- o Full Name
- o Email
- o Date of Birth
- o Social Security Number (SSN) or Individual Tax Identification Number (TIN)
- o Phone Number
- o Current Address
- o Driver's License or State ID

Upon successful registration, we give you the option to "continue" and use Get Transcript Online. We'll ask you the reason you need a transcript to help you determine which type may be best for you. Get Transcript Online provides access to all transcript types and available years for you to determine the best for you. Get Transcript Online provides



# 2024-2025 IRS Tax Return Transcript Request Federal Student Aid Programs

Student Financial Services  
400 Saint Bernardine St.  
Reading, PA 19607  
610-796-8201 / 610-796-8336 FAX  
[sfs@alvernia.edu](mailto:sfs@alvernia.edu)