

IRS Tax Return Transcript Request Process

Tax filers can request an IRS tax return transcript of their tax return from the IRS, free of charge, several different ways.

1. Get Transcript Online Instantly

- Available on the IRS Web site at www.irs.gov
- In the Tools section of the homepage, click “**Get Transcript of Your Tax Records**”.
- Click “**Get Transcript ONLINE**”.
- Click “**Create an account**”.
- Enter the required information in Step 1, and then enter the confirmation code you receive via e-mail and click “Verify” on Step 2.
- Enter all of your personal information on Step 3, select the checkbox at the bottom of the page and then click “Continue”.
- Answer additional personal questions and click “Continue”. These questions are specific to you and/or your parents.
- Choose the reason you are requesting a transcript and then choose the correct year under **Return Transcript**.
- Your IRS Tax **Return Transcript** will come up for you to view. You can then either print the transcript and send it to us or save it and e-mail it to our office.

2. Get Transcript by Mail-Online Request

- Available on the IRS Web site at www.irs.gov
- In the Tools section of the homepage, click “**Get Transcript of Your Tax Records**”.
- Click “**Get Transcript by MAIL**”.
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file. For a joint tax return, use the **primary** tax filer’s information.
- Click “Continue”
- In the **Type of Transcript** field, select “**Return Transcript**” and in the **Tax Year** field, select the applicable tax year.
- Click “Continue”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

3. Get Transcript by Mail-Telephone Request

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter the applicable year.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.