## **Download IRS Tax Return Transcript Online**

View and print your IRS tax return transcript immediately online by following the instructions below.

- 1. Copy and paste the following link into your browser: <u>https://sa.www4.irs.gov/icce-core/load/gettrans/pages/availableTranscripts.xhtml</u>.
- 2. Click **OK** when prompted with the user agreement.
- 3. Click Create an Account.
- 4. Enter your first name, last name, and email address, and then click **Send Email Confirmation Code**.
- 5. The IRS will immediately email you a confirmation code. Retrieve your confirmation code by viewing your email account in another browser window. If you close the IRS website you will have to restart the process.
- 6. Enter your 8 digit confirmation code and click Verify Email Confirmation Code.
- 7. Enter your Social Security Number, date of birth, filing status and address. Select the check box to continue as a "Guest". This will speed up the retrieval process by skipping the account creation process. Click **Continue**.
- 8. Answer the identity verification questions and click **Continue**.
- 9. Under the Return Transcript category, click on the year for which you would like to retrieve a tax return transcript.

## Request Mailed Copy of IRS Tax Return Transcript Online

Request a mailed copy of your IRS tax return transcript online by following the instructions below.

- 1. Copy and paste the following link into your browser: <u>http://www.irs.gov/Individuals/Get-Transcript</u>.
- 2. Click Get Transcript by MAIL.
- 3. Click **OK** when prompted with the user agreement.
- 4. Enter your Social Security Number, Date of Birth, Street Address and ZIP/Postal Code.
- 5. Enter the Type of Transcript (**Return Transcript**) and the Tax Year.
- 6. The screen will indicate that "your request for a 20XX Return Transcript" has been accepted and to allow for 5-10 days to receive it. The transcript will be sent to the address the IRS has on file.
- 7. An option to request a different transcript will be available.