

How to Obtain a Tax Transcript from the IRS

There are a number of ways to obtain a copy of your Federal Tax Transcript from the IRS, but there are significant delays involved, so please plan ahead:

1. Online request at **www.irs.gov**
 - a. In the “Tools” section, select “Order a Return or Account Transcript.” Click “Order a Transcript.”
 - b. Click “Order a Transcript.”
 - c. Provide the tax filer’s Social Security number, date of birth, street address and zip code (these must exactly match the data provided on your tax return).
 - d. Click “Continue.”
 - e. In the “Type of Transcript” field, select “Return Transcript” and appropriate year request in the “Tax Year” field.
 - f. If successfully linked, tax filers can expect a paper IRS Tax

Return Transcript to be mailed to the specified address within 5-10 days.

2. Telephone request
 - a. Automated attendant — 1-800-908-9946
 - b. Live person (not recommended) — 1-800-829-1040 – be prepared to be on hold. (1) You may be able to request that the transcript be faxed rather than mailed.

3. Visit your local IRS office
 - a. **www.irs.gov/localcontacts/index.html**
 - b. Be **sure** to request a **Tax Transcript**, not an Account Transcript