

## **How to Request an IRS Tax Transcripts**

### **Online Request**

- ✓ Go to [www.irs.gov](http://www.irs.gov)
- ✓ In the Online Services section of the homepage, Click “Order a Tax Return or Account Transcript”
- ✓ Click Order a Transcript
- ✓ 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 last address 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.
- ✓ Click Continue
- ✓ In the Type of Transcript field, select “Return Transcript” and in the Tax Year field select “2011”.
- ✓ 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 online request was successfully transmitted to the IRS.

### **Telephone Request**

- ✓ Contact the IRS at 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 the last 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 Transcript and then enter “2011”
- ✓ 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 online request was successfully transmitted to the IRS.

### **Paper Request**

- ✓ Complete the enclosed IRS Form 4605-T to request a copy of your tax return.
- ✓ Complete lines 1-4, following instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. If the address has recently changed, include the address listed on the latest tax return filed on line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- ✓ Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.
- ✓ On line 6 enter “2011”.
- ✓ See page 2 for address or fax number to send to IRS. Tax filers can expect to have their request completed within 5-10 days from the time the IRS receives the form.