

IRS Tax Return Transcript Request Process

Tax transcripts are FREE and can be requested from the IRS

Online Request

- Available on the IRS Web site at www.irs.gov
- On the homepage click “Get My Tax Record”



- You will have two options: Get Transcript Online - or - Get Transcript by Mail
- If you do not have the documents needed for the option ‘Get Transcript Online’, we recommend selecting the option ‘Get Transcript by Mail’
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. The address must be entered exactly as it appears on the return that was filed.
- Click “Continue”
- In the Type of Transcript field, select “**Return Transcript**”.

A screenshot of the IRS website's "Get Transcript by Mail" form. The header shows the IRS logo and ".gov". Below the header, the title "Get Transcript by Mail" is displayed. The form contains two dropdown menus: "Type of Transcript" with "Return Transcript" selected, and "for Tax Year" with "2016" selected. A "Continue" button is located at the bottom of the form.

- 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.
- NOTE: IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

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 “**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.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS