

2015-2016 How to Request a Tax Return Transcript

Tax filers can request a Tax Return Transcript—**free of charge**—from the Internal Revenue Service (IRS). We recommend requesting this online or by mail.

When requesting a transcript, tax filers need to provide their Social Security Number (SSN), date of birth, their street address, and ZIP Code as is currently on file with the IRS.

To get started:

- Go to the IRS website at www.irs.gov
- Under the **Tools** section, click “Get Transcript of Your Tax Records”
- Choose: “Get Transcript ONLINE” OR “Get Transcript by MAIL”

ONLINE



OR

MAIL



View and print immediately	Arrives in 5 to 10 calendar days
<ul style="list-style-type: none"> ▪ Click “Get Transcript ONLINE.” 	<ul style="list-style-type: none"> ▪ Click “Get Transcript by MAIL.”
<ul style="list-style-type: none"> ▪ The tax filer must sign up to create or reactivate his or her account. 	<ul style="list-style-type: none"> ▪ Complete the required fields (SSN, DOB etc.) then click “Continue.”
<ul style="list-style-type: none"> ▪ Follow the prompts to request a transcript. In the Type of Transcript field, select “Return Transcript” and, in the Tax Year field, select “2014” as the year for which you would like the return transcript. Do NOT request a Record of Account or Tax Account Transcript – these cannot be accepted. 	<ul style="list-style-type: none"> ▪ In the Type of Transcript field, select “Return Transcript” and, in the Tax Year field, select “2014” as the year for which you would like the return transcript. Click “Continue.” Do NOT request a Record of Account or Tax Account Transcript – these cannot be accepted.
<ul style="list-style-type: none"> ▪ View and print the Tax Return Transcript. 	<ul style="list-style-type: none"> ▪ If successfully validated, expect to receive a paper IRS Tax Return Transcript at the address included in your online request within 5 to 10 business days from the time the online request was successfully transmitted to the IRS. IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

If you do not have access to a computer or would prefer to order your Tax Return Transcript from the IRS over the phone, please call 800.908.9946.