

# IRS Tax Return Transcript Request Instructions

Tax filers can request a transcript, free of charge from the IRS in one of three ways.

## Online Request

1. **Go To IRS Get Transcript** ([www.irs.gov](http://www.irs.gov))
2. Look under Tools and click Get Transcript of Your Tax Records.
3. Get Transcript ONLINE
4. Get Started: You will have to verify your personal information to create an account. Follow the on-screen instructions.
5. Follow the steps to receive instant access to a .PDF of your tax return transcript for the requested filing year.
6. Select “Return Transcript” and select the requested filing year. Print the tax return transcript.

## Mail Request

1. **IRS Get Transcript** ([www.irs.gov](http://www.irs.gov))
2. Select Get Transcript by Mail
3. Tools – order a tax return and/or an account transcript.
4. Create an account.
5. Follow the steps to receive instant access to a .PDF of your tax return transcript for the requested filing year.
6. Select “Return Transcript” and select the requested filing year.
7. 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.**
8. IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

## Telephone Request (1-800-908-9946)

1. 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.
2. Select “**Option 2**” to request an IRS Tax Return Transcript and then enter the requested filing year.
3. 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.**
4. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

## Paper Request Form (IRS Form 4506T-EZ)

1. IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.
2. Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
3. Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. 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.
4. On line 6, enter the requested filing year.
5. The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
6. Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.
7. **Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request.** NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

Generally we require only the Tax Return Transcript but there may be situations where an Account Transcript will also be required. W-2 Wage and Tax Statements are also available.

*Please note requested tax transcripts will not be received until after tax return has been processed. Electronically filed tax returns will take approximately **1-2 weeks to process after the return has been filed.** Paper filed tax returns will take approximately **6-8 weeks to process after the return has been filed.***

Important: Requesting your Tax Return Transcript is a **free service**. The IRS offers services that have required fees. **The only required documentation that our office will request is free of charge.**

Individuals who live outside the U.S. and do not have a U.S. zip code cannot complete IRS Data Retrieval or electronically request a tax return transcript. If you are a taxpayer who lives outside the United States, the IRS has full-time permanent staff in 4 U.S. embassies and consulates.

If you have further questions regarding Tax Transcripts please contact our office.