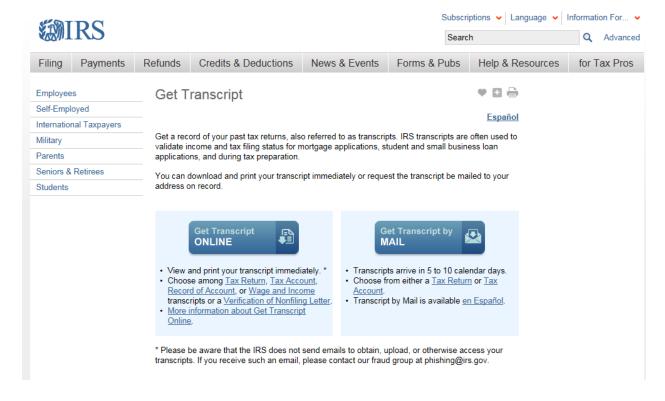
IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their federal tax return transcript for the current academic year required from the IRS in a few ways.

Online Request

Available on the IRS website at www.irs.gov

- In the Online Services section of the homepage click Get transcript of your tax records
- Click on Get Transcript On-line or Get Transcript by Mail. Preference = Online
- Create an account. The address must match exactly what's written on your tax returns.
- Click on appropriate year
- You will be able to view your transcript as a PDF file or request it be mailed to your home.



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 U.S. Postal Service, the IRS may have the updated address on file.
- Select **Option 2** to request an IRS Tax Return Transcript and then enter **the year you are** requesting.
- 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 five to 10 days from the time the IRS receives the request.