

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.

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Get Transcript

Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and tax filing status for mortgage applications, student and small business loan applications, and during tax preparation.

You can download and print your transcript immediately or request the transcript be mailed to your address on record.

Get Transcript ONLINE

- View and print your transcript immediately. *
- Choose among [Tax Return](#), [Tax Account](#), [Record of Account](#), or [Wage and Income](#) transcripts or a [Verification of Nonfiling Letter](#).
- [More information about Get Transcript Online.](#)

Get Transcript by MAIL

- Transcripts arrive in 5 to 10 calendar days.
- Choose from either a [Tax Return](#) or [Tax Account](#).
- Transcript by Mail is available [en Español](#).

* Please be aware that the IRS does not send emails to obtain, upload, or otherwise access your transcripts. If you receive such an email, please contact our fraud group at phishing@irs.gov.

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.