

Instructions for Requesting an IRS Tax Return Transcript:



Request Online at www.irs.gov under the “Tools” heading, click “Get Transcript of Your Tax Records”. Then click “Get Transcript Online” or “Get Transcript by MAIL” (online is faster).

Make sure to request a TAX RETURN TRANSCRIPT (not the Account Transcript).



Request by Telephone at: 1-800-908-9946. The Tax Return Transcript will be sent to you via mail.



Paper Request use the IRS Form 4506T-EZ or IRS Form 4506-T. The Tax Return Transcript will be sent to you via mail.

If you file returns electronically the U.S. Income Tax Return information is available for the IRS data retrieval tool or the Tax Return Transcript within 2-3 weeks after the electronic return has been accepted by the IRS, in most cases. For those who file paper tax returns, the U.S. Income Tax Return information is available for IRS data retrieval tool or the Tax Return Transcript within 8-11 weeks after the paper return has been accepted by the IRS, in most cases.