

## **IRS Instructions for Obtaining Federal Tax Return Transcripts or Copies of Federal Tax Returns**

**FREE:** You can request from the IRS, either by phone or mail, a “Transcript of Tax Return” for no charge. Once requested, you can expect to receive the Transcript in approximately 10 business days.

**To request a Tax Transcript on online, go to the IRS site, [www.irs.gov](http://www.irs.gov).**

Under **Tools**, Select **Order a Return or Account Transcript**. Under Step 3, select the **Order a Transcript** link. Enter your information and select “Continue”.

For **Type of Transcript**, select **Return Transcript**. Select the **Tax Year** and Submit.

**To request a Tax Transcript via the automated phone system, call 1-800-829-1040 between the hours of 7 am and 10 pm. Please follow the options listed below.**

1. Press 2 (**Personal Income Tax**)
2. Press 1 (**Form already submitted, your tax history or payment**)
3. Press 2 (**Account or Tax Transcript**)
4. Enter your Taxpayer ID Number (**SSN**)
5. The system will replay the SSN you entered
  - If correct, press 1
6. Verify the number in your street address
7. Press 2 to request a Transcript of Tax Return
5. Follow the rest of the prompts to complete your request

**Your Tax Transcript(s) will be mailed within 5-10 business days**

**OR**

You may complete Form 4506-T, REQUEST FOR TRANSCRIPT OF TAX RETURN, and mail it to the address indicated on the form. You should receive your tax transcript within **10 business days**. (Form 4506-T is available at <http://www.irs.gov/formspubs>.)

You may also complete Form 4506, REQUEST FOR COPY OF TAX RETURN. Mail it to the address indicated on the form. This option takes longer and will cost you \$57 per return and is not recommended. (Form 4506 is available at <http://www.irs.gov/formspubs>.)