

How to Obtain a Tax Return Transcript

1. Get Transcript by Mail:

- Go to www.irs.gov, click “Get Your Tax Record.”
- Click “Get Transcript by Mail.”
- Make sure to request the “Return Transcript” and NOT the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.

2. Get Transcript Online:

- Go to www.irs.gov, click “Get Your Tax Record.”
- Click “Get Transcript Online.”
- Make sure to request the “Return Transcript” and NOT the “Account Transcript.”
- To use the Get Transcript Online tool, the user must have:
 1. Access to a valid email address,
 2. A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and
 3. Specific financial account numbers (such as a credit card number or an account number for home mortgage or auto loan).
- The transcript will display online upon successful completion of the IRS’s two-step authentication.

3. Automated Telephone Request:

- Call 1-800-908-9946
- Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

4. Paper Request Form

- Fill out IRS Form 4506T-EZ or IRS Form 4506T and return to IRS.
- Transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.