How to Obtain a Tax Return Transcript

1. **Get Transcript by Mail:**
   - 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:**
   - 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.