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How to Request an IRS Tax Return Transcript

An IRS Tax Return Transcript may be obtained through:

• 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 request.

• 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 a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

• Automated Telephone Request – **1-800-908-9946**.
Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.