

IRS Tax Return Transcript Request Process

If you and/or your parent(s) are unable to use the IRS Link to provide tax return information for verification purposes, you must provide the tax return transcript for those tax filers who are unable to use the IRS Link. Tax filers can request a transcript, free of charge, of their tax return from the IRS online or by telephone:

Get Transcript Online:

- Go to the IRS website www.irs.gov.
- Click "Get Your Tax Record"
- Click "Sign in to your online account"
- Sign in with an existing ID.me account, or use the Create a new account option
- Once you have created your ID.me account, you will be able to view, print, or download your transcripts. Make sure to select the "Return Transcript" and not the "Account Transcript"

Get Transcript By Mail:

- Go to the IRS website www.irs.gov.
- Click on [Get Your Tax Record](#).
- Click the blue box "Get Transcript by Mail"
- Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click "Continue"
- For "Type of Transcript", select [Return Transcript](#)
- For "Tax Year", select the year and click Continue
- Click "Exit"
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS. They will be mailed to the address on file with the IRS.

Telephone Request

- Available from the IRS by calling **1-800-908-9946**
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select option "2" to request an IRS Tax Return Transcript **or**, if you filed an amended tax return select option "4" to request an Account Transcript and a Tax Return Transcript and then enter the year.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.