

IRS Tax Return Transcript Request Process for 2018-2019

Tax filers can request a tax return transcript of their 2016 tax return from the IRS, free of charge, in one of three ways.

1. Online Request

- Available on the IRS Web site at <http://www.irs.gov/Individuals/Get-Transcript>

Get Transcript

Get a record of your past tax returns, also referred to as transcripts. IRS transcripts are often used to validate income and tax filing status for mortgage applications, student and small business loan applications, and during tax preparation.

You can download and print your transcript immediately, or request the transcript be mailed to your address on record. **Note: This option is not available to new users. You must request to have the Tax Return Transcript mailed to you.**



- View and print your transcript immediately.
 - Choose among [Tax Return](#), [Tax Account](#), [Record of Account](#), or [Wage and Income](#) transcripts or a [Verification of Nonfiling Letter](#).
 - Need Help? [More information about Get Transcripts online](#).
- Transcripts arrive in 5 to 10 calendar days
 - Choose from either a [Tax Return](#) or [Tax account](#).
 - Transcript by Mail is available en Español
- From the main www.irs.gov website under "Tools" section of the homepage click on "Get Transcript of your Tax Records".
 - IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.**

2. 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 and then enter "**2016**".
- 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.**

3. Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>