

## IRS Tax Return Transcript Request Process

There are two ways that tax filers can request a free tax return transcript:

### ONLINE REQUEST

1. Go to IRS web site at [www.irs.gov](http://www.irs.gov)
2. Click "Get Your Tax Record"
3. Click "Get Transcript by Mail"
4. 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
5. Click "Continue"
6. In the **Select Transcript Type** field, select "Return Transcript" and in the **Tax Year** field, select "2016 or 2017" - 2016 income used for 18-19 school year and 2017 income used for 19-20
7. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5-10 days from the time the online request was successfully transmitted to the IRS. ***It will be mailed to the address used to request the transcript***
8. IRS Tax Return Transcripts requested online **cannot** be sent directly to a third party by the IRS

### TELEPHONE REQUEST

1. Available from the IRS by calling 1-800-908-9946
2. 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
3. Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "2016 or **2017**"
4. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5-10 days from the time the online request was successfully transmitted to the IRS. ***It will be mailed to the address used to request the transcript***
5. IRS Tax Return Transcripts requested by telephone **cannot** be sent directly to a third party by the IRS