

## INSTRUCTIONS FOR OBTAINING TRANSCRIPTS OF TAX RETURNS

Call **1-800-829-1040** and request a transcript by the automated system. Please follow the options listed below.

**WHEN CALLING BETWEEN THE HOURS of 7:00 AM and 10:00 PM, PLEASE SELECT THE FOLLOWING OPTIONS:**

- **Option 2** “Questions about your Personal Tax Account”
- **Option 2** (again) “Questions about your Personal Tax Account”  
Enter your Taxpayer ID Number (**SSN, ITIN, or EIN**).
- **Option 3** Transcripts  
Enter the Numbers in your street address.
- **Option 2** “Transcript of Tax Return”  
Enter the **year** of the Return you are requesting.

**IF YOU ARE CALLING AT ANY OTHER TIME, PLEASE SELECT THE FOLLOWING OPTIONS:**

- **Option 2**  
Enter your Taxpayer ID Number (**SSN, ITIN, or EIN**).
- **Option 1**  
Enter the Numbers in your street address.
- **Option 2**  
Enter the **year** of the Return you are requesting.

**Your transcript(s) will be mailed within 10 to 15 days**

**OR, you may request a transcript by fax:**

- **Option 2** “Questions about your Personal Tax Account”
- **Option 2** (again) “Questions about your Personal Tax Account”  
Enter your SSN or Employer Identification Number (EIN) and follow the prompts.
- **Option 1** At this point, remain online and **DO NOT** follow the prompts.  
...You’ll **eventually** reach a person.
- **Request a Computerized Copy/Printout, or a Line Item summary of your Tax return.**

It should have the line numbers from your tax form with the amounts that are on each line. Make sure it is **free!!!**

**OR, you may request a transcript by mail:**

You may complete Form 4506, REQUEST FOR COPY OR TRANSCRIPT OF TAX FORM, and mail it to the address indicated on the form. You should receive your transcript within **10 -15 days**. (Form 4506 is available at <http://www.irs.gov/pub/irs-fill/f4506.pdf>.)