IRS Instructions for Obtaining Federal Tax Return Transcripts or Copies of Federal Tax Returns

FREE: You can request from the IRS, either by phone or mail, a “Transcript of Tax Return” for no charge. Once requested, you can expect to receive the Transcript in approximately 10 business days.

To request a Tax Transcript on online, go to the IRS site, www.irs.gov.

Under Tools, Select Order a Return or Account Transcript. Under Step 3, select the Order a Transcript link. Enter your information and select “Continue”.

For Type of Transcript, select Return Transcript. Select the Tax Year and Submit.

To request a Tax Transcript via the automated phone system, call 1-800-829-1040 between the hours of 7 am and 10 pm. Please follow the options listed below.

1. Press 2 (Personal Income Tax)
2. Press 1 (Form already submitted, your tax history or payment)
3. Press 2 (Account or Tax Transcript)
4. Enter your Taxpayer ID Number (SSN)
5. The system will replay the SSN you entered
   • If correct, press 1
6. Verify the number in your street address
7. Press 2 to request a Transcript of Tax Return
5. Follow the rest of the prompts to complete your request

Your Tax Transcript(s) will be mailed within 5-10 business days

OR

You may complete Form 4506-T, REQUEST FOR TRANSCRIPT OF TAX RETURN, and mail it to the address indicated on the form. You should receive your tax transcript within 10 business days. (Form 4506-T is available at http://www.irs.gov/formspubs.)

You may also complete Form 4506, REQUEST FOR COPY OF TAX RETURN. Mail it to the address indicated on the form. This option takes longer and will cost you $57 per return and is not recommended. (Form 4506 is available at http://www.irs.gov/formspubs.)