

Tax Return Transcript Instructions

Option #1A: Online Request - View, Download and/or Print Transcript

- Go to the IRS Web site at <https://www.irs.gov/>
- On the home page click “Get Your Tax Record”.
- Click “Get Transcript Online”.
- You will need the following information: Full Name, Email, Birthdate, Social Security Number, Tax Filing Status, U.S. based Mobile Phone number and Current Address. To verify your identity they will need info on ONE of the following: Credit Card **OR** Mortgage or Home Equity Loan **OR** Home Equity Line of Credit **OR** Auto Loan.
- You can now click on the “2023 Return Transcript” to view, download and/or print. Do not use the “Account Transcript” as this is not a copy of the entire tax return.

Option #1B: Online Request – Get Transcript Delivered by Mail

- Go to the IRS Web site at <https://www.irs.gov/>
- On the home page click “Get Your Tax Record”.
- Click “Get Transcript Online”.
- You will need the following information: Social Security Number or Tax Identification Number, Birthdate and mailing address from your latest tax return. • 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.

Option #2: Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow the 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 U.S. Postal Service, the IRS may have the updated address on file.
- Select “Option 2” to request an IRS Tax Return Transcript and then enter “**2023**”.
- 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.

Helpful Links:

Tax Return Transcripts: <https://www.irs.gov/individuals/get-transcript>

Order a Transcript: <https://sa.www4.irs.gov/irfof-tra/start.do>