How to order a Tax Return Transcript

There are two options to choose from when ordering a tax return transcript. You can order online or over the phone.

Order Online

2. Look for the section labeled “Tools”. Within that section click the link “Order a return or account transcript”
3. This page explains the steps for obtaining a tax return transcript and informs you that it will be mailed within approximately 5-10 business days. In step 3, click the link “Order a Transcript”
4. You will need to provide your social security number, date of birth, street address and zip code and continue. **Be sure to use the exact street address that was used on your tax return.**
5. Be sure to select **Tax Transcript** and the appropriate year of the tax return requested.

6. The last page will inform you as to whether or not you request was processed. You will also be provided with a phone number to contact the IRS if needed.
Order over the Phone

1. Call 1-800-829-1040
2. When prompted, press “2”
3. When prompted, press “1”
4. When prompted, press “2”
5. You will be asked to enter your social security number and to verify your address
6. When prompted, press “2” to receive Tax Transcript. Enter in the appropriate year for the transcript requested.
7. You will get confirmation if the request was processed properly, and press “3” to end call.

*** If for any reason you problems you may press “0” to be transferred to a representative***