

## 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

1. Go to [www.irs.gov](http://www.irs.gov)
2. Look for the section labeled “Tools”. Within that section click the link “Order a return or account transcript”



The screenshot shows the IRS website interface. The browser address bar displays "www.irs.gov". The main navigation bar includes categories like "Individuals", "Businesses", "Charities & Non-Profits", "Government Entities", "Tax Professionals", "Retirement Plans Community", and "Tax Exempt Bond Community". Below this, there are three promotional banners: "I need to file my tax return", "I need to know my payment options", and "Preview our new site". The "Tools" section is highlighted with a red circle and contains the following links:

- Order a Return or Account Transcript
- Use the Interactive Tax Assistant
- Apply for an EIN Online
- Request an Electronic Filing PIN
- First Time Homebuyer Credit Look-up

Other sections visible include "Forms & Pubs", "Hot Topics", "Filing & Payment", "News", "Social Media", and a footer with various service links like "Resolve an Issue", "Gather & Protect Info", "Visit Other Sites", "Access Other Formats", and "Work at IRS".

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"

Order a Transcript

www.irs.gov/individuals/article/0,id=232168,00.html?portlet=105

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Individuals | Businesses | Charities & Non-Profits | Government Entities | Tax Professionals | Retirement Plans Community | Tax Exempt Bond Community

Employees | Farmers | International Taxpayers | Military | Parents | Self-Employed | Seniors & Retirees | Students

### Order a Transcript

**Planned Outage: August 30 — September 4, 2012**  
This service will be unavailable beginning approximately 1:00 a.m. ET on Thursday, August 30, 2012 until approximately 12:00 p.m. ET on Tuesday, September 4, 2012, due to an annual power outage and electrical upgrades. We apologize for any inconvenience.

[En Español](#)

You can now order your tax return or account transcript online. Your transcript will be mailed to you within 5 to 10 business days.

- 1 Choose your transcript...**
  - [Tax Return Transcript](#) provides most line items from your original return.
  - [Tax Account Transcript](#) provides basic info, including marital status, type of return filed, AGI, taxable income, and later adjustments, if any.
- 2 Gather your information...**
  - Social Security Number (or your IRS individual taxpayer identification number);
  - Date of birth;
  - Street address; and
  - Zip Code or Postal Code.
- 3 Go get your transcript!**
  - [Go to Order a Transcript](#) or
  - Call 1-800-908-9948

**Note:** We cannot process your request online if you need transcripts mailed to an address other than the one we have on file for you. To send your transcript to a different address, complete and send [Form 4506-T](#).

Page Last Reviewed or Updated: August 27, 2012

[Accessibility](#) | [Freedom of Information Act](#) | [Important Links](#) | [IRS Privacy Policy](#) | [USA.gov](#) | [U.S. Treasury](#)

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.**

The screenshot shows a web browser window with the URL <https://sa1.www4.irs.gov/iraf-tra/start.do>. The page is the IRS.gov 'Order a Transcript' form. At the top left is the IRS logo and 'IRS.gov'. At the top right are links for 'Contact Us' and 'Exit'. The main heading is 'Order a Transcript' with links for 'En Español' and 'Privacy Notice'. Below the heading, it states 'All fields are required'. The form contains the following fields:

- Social Security Number (SSN) or Individual Tax ID Number (ITIN):** A field with three boxes separated by dashes.
- Date of Birth:** Fields for 'Day', 'Month', and a year box.
- Street Address:** A single-line text input field.
- ZIP or Postal Code:** A single-line text input field.

At the bottom of the form is a 'Continue' button and a link to the 'IRS Privacy Policy'.

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\*\*\****