



# How do I request a Tax Return Transcript?

TO BEGIN:

- Go to [www.irs.gov](http://www.irs.gov)

The screenshot shows the IRS website homepage. At the top, there is a navigation bar with the IRS logo, a search bar, and links for Subscriptions, Language, and Information For... Below this is a secondary navigation bar with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. The main content area features four large tiles: 'File Your Form 2290', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. Below these are four columns of content: 'Forms and Pubs' with links to various forms (1040, 2290, 941, SS-4, 4506-T, 1040EZ, 2848, Pub 15, W-4, W-9); 'Hot Topics' with links to 'Free File', 'About Your 1099-K', 'Pay Your Tax Bill', 'Earned Income Tax Credit', and 'Affordable Care Act Tax Provisions'; 'Tools' with links to 'Request an Electronic Filing PIN', 'Order a Return or Account Transcript', 'Use the Interactive Tax Assistant', 'Apply for an EIN Online', and 'First Time Homebuyer Credit Look-up'; and 'Filing & Payment' with logos for 'where's my refund?', 'freefile', 'e-file', and 'EFTPS'. A 'News' section on the left lists 'IRS Statement On Supreme Court Decision', 'July Filings for Section 527 Political Organizations Available', and 'Q&As on 501(c)s'. A central banner for 'Offshore Assets' includes a world map and links to 'Voluntary Disclosure Resources', 'Tax Help for U.S. Citizens Abroad', and 'Voluntary Disclosure'. A 'Social Media' section on the right features a video player and social media icons for YouTube, Twitter, Facebook, and LinkedIn.

- Click on Order a Return or Account Transcript under Tools.



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Subscriptions Language Information For...

Search Advanced

Filing Payments Refunds Credits & Deductions News & Events Forms & Pubs Help & Resources for Tax Pros

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

Individuals Topics

- Order a Transcript
- Payment Plans
- Where's My Amended Return?
- Appeal a Tax Dispute
- Taxpayer Rights
- Individuals Home

## Order a Transcript

You can now order your tax return or account transcript online. Your transcript will be mailed to you within 5 to 10 calendar 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 1-800-908-9946

**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](#).

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- Click Order a Transcript under Step #3.



# How do I request a Tax Return Transcript?

The screenshot shows the IRS.gov website interface for ordering a transcript. The page title is "Order a Transcript" and it includes links for "En Español" and "Privacy Notice". A "Contact Us | Exit" link is in the top right. A message states "All fields are required". The form fields include "Social Security Number (SSN) or Individual Tax ID Number (ITIN)", "Date of Birth" (with Day and Month dropdowns), "Street Address", and "ZIP or Postal Code". A "Continue" button is at the bottom left. A security warning modal is overlaid on the form, containing the text: "THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY! Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).". An "OK" button is located at the bottom right of the modal. At the bottom of the page, there is a link for "IRS Privacy Policy".

- Click ok.



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**IRS.gov** [Contact Us](#) | [Exit](#)

## Order a Transcript

[En Español](#) | [Privacy Notice](#)

All fields are required

**Social Security Number (SSN) or Individual Tax ID Number (ITIN)** [?](#)

-  -

Enter the first 3 digits of your Social Security Number

**Date of Birth**

Day  Month

**Street Address** [?](#)

**ZIP or Postal Code** [?](#)

[Continue](#)

[IRS Privacy Policy](#)

- Input student information.
- Click continue.



## How do I request a Tax Return Transcript?

A screenshot of the IRS.gov website showing the "Order a Transcript" page. The page has a dark blue header with the IRS logo and ".gov" text on the left, and "Contact Us | Exit" on the right. Below the header, the title "Order a Transcript" is displayed. The main content area contains two dropdown menus: "Type of Transcript" with "Return Transcript" selected, and "for Tax Year" with "Select" selected. A "Continue" button is located below the dropdowns. At the bottom of the page, there is a link for "IRS Privacy Policy".

IRS.gov Contact Us | Exit

### Order a Transcript

Type of Transcript [?](#)  
Return Transcript

for Tax Year [?](#)  
Select

Continue

[IRS Privacy Policy](#)

- Select Return Transcript for type of transcript.
- Select appropriate tax year.
- Click continue.



## How do I request a Tax Return Transcript?

A screenshot of the IRS.gov website showing the "Order a Transcript" page. The page has a dark blue header with the IRS logo and ".gov" text on the left, and "Contact Us | Exit" on the right. Below the header, the title "Order a Transcript" is followed by a horizontal line. The main content area contains two paragraphs of text and two buttons. The first paragraph states that a 2012 Return Transcript request has been accepted and will be sent to the user's address within 5-10 days. The second paragraph notes that multiple copies can be requested for personal records. The buttons are labeled "Exit" and "Request a different transcript". At the bottom of the page, there is a link for the "IRS Privacy Policy".

IRS.gov [Contact Us](#) | [Exit](#)

### Order a Transcript

We have accepted your request for a 2012 Return Transcript . Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

[Exit](#) [Request a different transcript](#)

[IRS Privacy Policy](#)

- Click Request a different transcript IF:
  - Dependent, request tax transcripts for parents.
  - Married, request tax transcripts for spouse.
- Otherwise, click exit.