

INSTRUCTIONS FOR OBTAINING TRANSCRIPTS OF TAX RETURNS

1. Call **1-800-829-1040** and request a transcript by the automated system. Please follow the options listed below.

WHEN CALLING BETWEEN THE HOURS of 7:00 AM and 10:00 PM, PLEASE SELECT THE FOLLOWING OPTIONS:

- Option 2 (**Personal Tax Account**)
- Option 2 (**Personal Tax Account**)
- Enter your Taxpayer ID Number (**SSN, ITIN, or EIN**).
- Option 1 (if SSN was entered)
- Option 1 to verify SSN
- Option 3 (**Transcripts**)
- Enter the **Numbers** in your street address or P O Box (as listed on the tax return).
- Option 2 (Transcripts)
- Enter the **year** of the Return you are requesting.
- Option 1 (Verify year)
- Option 3 (Completes the call)

Your transcript(s) will be mailed within 10 to 15 days

OR

2. You may complete Form 4506, REQUEST FOR COPY OR TRANSCRIPT OF TAX FORM, and mail it to the address indicated on the form. You should receive your transcript within **10 -15 days**.