

# REQUESTING A TAX RETURN TRANSCRIPT

A Step by Step Tutorial

**Step 1:** Log on to the Internet and go to [www.IRS.gov](http://www.IRS.gov)

**Step 2:** Click “Get a Tax Transcript by Mail”

The screenshot shows the IRS website homepage. At the top left is the IRS logo. To the right are links for Subscriptions, Language, and Information. Below these is a search bar and an 'Advanced' search option. A navigation bar contains links for Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below the navigation bar are four promotional banners: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. The main content area is divided into several sections: 'Forms and Pubs' with links to 1040, 941, 1040EZ, 2290, W-4, Tax Table, W-9, Pub 15, 1099-MISC, Pub 17, and More...; 'Hot Topics' with links to Time to Change Your Tax Withholding?, Form 2290: Don't Miss the Deadline, Fix a Mistake on Your Tax Return, Tax Preparation Resources, Affordable Care Act Tax Provisions, and More...; 'Tools' with links to Apply for an Online Payment Plan, **Get a Tax Transcript by Mail** (circled in red), Request an Electronic Filing PIN, Apply for an Employer ID Number, Check Status of Your Amended Return, and More...; 'Filing & Payment' with logos for where's my refund?, freefile, IRS e-file, and EFTPS; 'News' with links to June 30 Filing Deadline for FBAR, Proposed Tax Guidelines for ABLE Accounts, 2015 IRS Nationwide Tax Forums, Taxpayer Bill of Rights, and More...; a 'Get the Facts' section with tabs for Security Summit, Get the Facts, Emergency Planning, Identity Theft, and Health Care and Taxes, featuring a video player and text about a 'Get Transcript incident' and an application 'Ordenar Transcripción'; and 'Social Media' with a video player for 'ETIC Due Diligence Identify Threat You Law Affordable Care Act' and social media icons for YouTube, 2015 IRS Nationwide Tax Forums, YouTube, Twitter, Facebook, and the IRS logo.

# Step 3: Click “Get Transcript by Mail”



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

## Get Transcript



### Alert:

The online Get Transcript service is currently unavailable. You may still order transcripts using the Get Transcript by Mail service. We apologize for any inconvenience.

[Español](#)

You can get a transcript by mail to view your tax account transactions or line-by-line tax return information for a specific tax year. The method you used to file your return and whether you have a refund or balance due, affects your [current year transcript availability](#). **Note:** If you need a copy of your return, you must use [Form 4506, Request for Copy of Return](#).

To use **Get Transcript by Mail**, you need your [Social Security number \(SSN\)](#) or your [Individual Tax Identification Number \(ITIN\)](#), date of birth, and address from your latest tax return.

Get Transcript by  
MAIL



- Transcripts arrive in 5 to 10 calendar days at the address we have on file for you
- [Transcript Types](#) available by mail
- [Frequently asked questions \(FAQs\)](#)
- Get Transcript by Mail [en Español](#)

### Related Forms

- › Form 4506, Request for Copy of Tax Return
- › Form 4506-T, Request for Transcript of Tax Return
- › Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript
- › Formulario 4506T-EZ (SP), Formulario Abreviado para la Solicitud de un Traslado de la Declaración de Impuestos Personales

### Related Websites

- › Social Security Administration (SSA) - My Account
- › Free Application for Federal Student Aid (FAFSA)



The IRS never sends email requesting that you obtain or access your transcripts. If you receive such an email, please forward it to our fraud group at [phishing@irs.gov](mailto:phishing@irs.gov).

Click ok

The image shows a screenshot of the IRS.gov website. At the top left is the IRS logo and the text "IRS.gov". At the top right are links for "Contact Us" and "Exit". Below the header is the "Get Transcript" section, with links for "En Español" and "Privacy Notice". A red message states "All fields are required". The form includes fields for "Social Security Number", "Date of Birth" (with "Day" and "Month" dropdowns), "Street Address", and "ZIP or Postal Code". A "Continue" button is at the bottom left. A modal dialog box is centered on the screen, containing a warning message and an "OK" button circled in red.

IRS.gov

Contact Us | Exit

### Get Transcript

[En Español](#) | [Privacy Notice](#)

All fields are required

Social Security Number

Date of Birth

Day Month

Street Address

ZIP or Postal Code

Continue

[IRS Privacy Policy](#)

**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).

OK

**Step 4:** Complete the form and click “Continue”

NOTE: You must complete this form under the Primary Taxpayer’s information if filed “Married Filing Joint”




[Contact Us](#) | [Exit](#)

## Order a Transcript

[En Español](#) | [Privacy Notice](#)

All fields are required

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

 -  - 

Date of Birth

 Day  Month 

[Street Address](#) 

[ZIP or Postal Code](#) 

[IRS Privacy Policy](#)

**Step 5:** Under Type of Transcript, choose “Return Transcript” and “2015” for the tax year



[Contact Us](#) | [Exit](#)

## Get Transcript

Type of Transcript [?](#)

Return Transcript ▼

for Tax Year [?](#)

Select ▼

Continue

[IRS Privacy Policy](#)

# YOU ARE FINISHED!!!!

Once you receive the transcript, please turn it in to the Financial Aid office of the campus you are attending

**Note:** If you are requesting more than one transcript (for example, both the student and parent tax transcript) you will have to choose “Request a different transcript” and repeat the steps.



[Contact Us](#) | [Exit](#)

## Get Transcript

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We have accepted your request for a 2015 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](#)