

# Request a Tax Transcript from the IRS

According to the IRS Stakeholder, Partnership, Education, and Communication (SPEC) Office, as of October 1, 2003, IRS Walk-In Office will no longer provide transcripts of tax returns, copies of tax returns, or 1722 letters. This information will only be available from the IRS by written request or by calling 1-800-908-9946.

## IRS INSTRUCTIONS FOR OBTAINING TRANSCRIPTS OF TAX RETURNS

### 1. Online Request

- Available on the IRS Web site at [www.irs.gov](http://www.irs.gov)
- In the Online Services section of the homepage click “Order a Tax Return or Account Transcript”
- Click “Order a Transcript”
- Enter the tax filer’s SSN, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal service, the IRS may have the updated address on file.
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select “2013”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

### 2. Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2013**”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS received the request.
- IRS Tax Return Transcripts requested by phone **cannot** be sent directly to a third party by the IRS.

Federal Building  
915 Second Ave  
32<sup>nd</sup> floor – IRS

**BRING VALID ID**  
Between Marion and Madison on the water side

2013 Tax transcript  
If you didn’t file, ask for your W-2’s also