Instructions for Requesting Tax Return Transcripts

2017-2018

Please note: Access to your Tax Return Transcript is usually available 2-4 weeks after filing electronically or 8-11 weeks after mailing a tax return.

Step 1: Go to www.irs.gov

Step 2: Under the “Tools” section click on “Get a tax transcript”.

Step 3: Click on “Get Transcript by Mail” (the online transcript request is not working at this time).

Step 4: Enter the required information as it is appears on your tax return. If you filed “married, filing jointly”, please note you may only enter the information for the primary taxpayer.

Step 5: Choose Return Transcript under Type of Transcript. Choose 2015 for Tax Year.

Step 6: A copy of your transcript will be mailed to the address on your tax returns in 5-10 business days. Please keep your original and provide us with a copy if requested.

Telephone Request: 1-800-908-9946

If you have any problems requesting a tax return transcript via www.irs.gov, please contact the IRS.