

How to Request a Tax Return Transcript

For video instructions on how to request a Tax Return Transcript, please visit:

<http://bit.ly/howtrt2>

Option 1: Online Request (Fastest Option)

- Go to irs.gov/transcript and select “Get Transcript Online”
 - **NOTE:** In order to use the online request, you must have your own credit card, mortgage, home equity loan, home equity line of credit, or a car loan AND a cell phone with your name on the account.
- If you have the information above, you may continue and enter your personal information and select Continue
- Select “Return Transcript” under the drop down for Type of Transcript and “2020” for Tax Year selection, then click continue
- You should now have a pdf copy of your tax return transcript, which you should print out and submit to our office. You should also save a copy to your computer for your records.

Option 2: Mail Request

- Go to irs.gov/transcript and select “Get Transcript by Mail”
- Enter your personal information and select Continue
- Select “Return Transcript” under the drop down for Type of Transcript and “2020” for Tax Year selection, then click continue
- You should now have completed your request and received a message stating that you will receive a copy of your tax return transcript within 5-10 days.

Option 3: Telephone Request

- Call the IRS at 1-800-908-9946
- Follow the prompts to verify your identity
- Select “Option 2” to request a Tax Return Transcript and then enter “2020”
- If successfully validated, you can expect to receive your tax return transcript within 5-10 days.

Option 4: Paper Request Form (4506-T)

- The 4506-T is available in our office and on our website, along with instructions for how to complete the form and where to send it.
 - Please note that this process can take up to 30 days to be completed and should only be used as a last resort.

Victims of Identity Theft

- If you are denied a Tax Return Transcript because of IRS identity theft, you will be referred to the Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490. If you think that you are a victim of identity theft, you do not need to be referred to the IPSU; you may call the number directly or go to the ID theft website on irs.gov. After the IPSU authenticates your identify, you can request that the IRS mail to the tax filer an alternate paper tax return transcript.