

## IRS Tax Return Transcript Request Process

### Online Request

Available on the IRS web site at <http://www.irs.gov/Individuals/Get-Transcript>

On this webpage, if you would like to print a copy of your tax transcript, click the button marked "Get transcript ONLINE." If you would like a paper copy, then please click, "Get transcript by MAIL."

#### PRINT TRANSCRIPT ONLINE

Disclaimer: this option does not always work. Although credit card/mortgage/car payment may be requested, it does not require payment, they are used for identification purposes only by the IRS. If obtaining your transcript online, you will need to create an account with the IRS. They will need personal information including, but not limited to: social security number, street address, and date of birth. They will also ask you to create security questions to verify your identity.

After successfully creating an account, please click the button marked "Higher Education/Student Aid" as your reasoning for requesting a transcript. This will highlight the box marked, "Return Transcript" and will allow you to pick the year necessary. When clicking a year, it will cause the tax transcript to come as a PDF in the form of a pop up. **Please ensure that if you are using a pop up blocker on your browser that it is turned off for this website.** After opening the PDF, you may print your Tax Return Transcript.

#### GET TRANSCRIPT BY MAIL

Enter the tax filer's Social Security Number, date of birth, street address and zip or postal code. Use the address currently on file. 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 "2019" for 2021-2022, or "2020" for 2022-2023.

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.

### 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 Services, the IRS may have the updated address on file.

Select "Option 2" to request an IRS Tax Return Transcript and then enter "2020" for 2022-2023.

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 receives the request.

***IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.***

### Make an Appointment

Walk-ins may possibly be turned away.  
Available for print out at IRS Office

51 Haddonfield Road  
Cherry Hill, NJ 08002

**(844)-545-5640**