

IRS Tax Return Transcript Request & Wage/Salary Statement Instructions

Most Popular and Easiest Method:

Online Request

1. Go to www.irs.gov and click “Get Transcript for My Tax Records”
2. Select “Get Transcript Online” and, if transcripts are available, you will be able to print and submit the document to our office immediately.
3. Click “Create an Account” and proceed through Steps 1 through 6 to create an account
4. Enter the requested identity confirmation information that includes tax filer’s Social Security Number, 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.
5. You may continue as a guest or establish a user id and password to be used for future requests.
6. Select “Return Transcript” and select the requested filing year. You may print your Wage/Salary Statement if you are not able to submit your original W2’s. You also have the option to print a Non-Filing Verification Letter from this page.
7. 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.

Other Methods:

Telephone Request

1. Call 1-800-908-9946
2. 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.
3. Select “Option 2” to request an IRS Tax Return Transcript and then enter the requested filing year.
4. 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.
5. IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Paper Request Form

1. Download IRS Form 4506T-EZ at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
2. Complete all lines of the IRS Form 4506T-EZ Form
3. Mail or fax the completed IRS Form 4506T-EZ to the appropriate address or fax number provided on page 2 of Form 4506T-EZ.
4. Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.