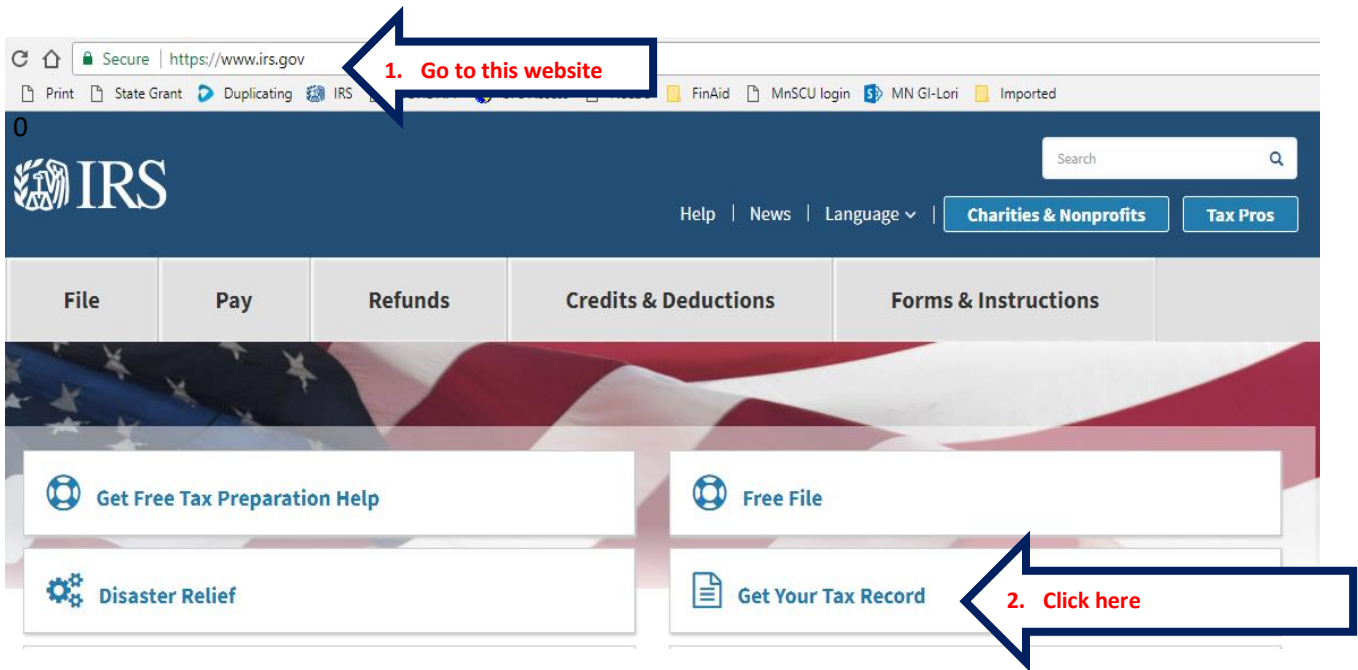


How to order a tax transcript from the IRS



- + Please read the requirements to set up an account online carefully. You may be able to download your tax return.
- + Make sure you are choosing Return Transcript for Type of Transcript and 2016 for Tax Year.

Welcome to Get Transcript

English | [Español](#) | 5

Individuals

How to File

When to File

Where to File

Your Information

Tax Record (Transcript)

Third Party Authorization

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Get Transcript Online

Get Transcript by Mail



- + If you are unable to create an account – then please use the “Get Transcript by Mail” option.

To request a Tax Transcript via the automated phone system call:

1-800-908-9946 between the hours of 7 am and 10 pm

Please follow the options listed below:

1. Press 2 (Personal Income Tax)
2. Press 1 (Form already submitted, your tax history or payment)
3. Press 2 (Account or Tax Transcript)
4. Enter your Taxpayer ID Number (SSN)
5. The system will replay the SSN you entered
 - If correct, press 1
6. Verify the number in your street address
7. Press 2 to request a Transcript of Tax Return

*****Extremely important*** We cannot and will not accept a Tax Account Transcript.**

8. Follow the rest of the prompts to complete your request

Your Tax Transcript(s) will be mailed within 10 business days

