

Follow these steps to request a transcript of your Federal Tax Return:

By Phone:

- 1) Call 1-800-829-1040
- 2) Press #2 for "Personal Tax Account"
- 3) Press #2 (again) for "Personal Tax Account"
- 4) Enter your social security number
- 5) Press #1 to verify this is a social security number
- 6) Press #1 if you entered your social security number correctly
- 7) You will now get SEVEN topics, press #3 for "Transcripts"
- 8) You will then be asked to enter the numbers of your street address for verification purposes
- 9) Press #2 for a transcript of your return, this will display most of the lines from your original Federal Tax Return
- 10) Enter the year
- 11) Press #1 if you entered the year correctly
- 12) If requesting for more than one year, press #2 to enter another year

Transcripts will take 10 to 15 days.

By Internet:

- 1) Log onto www.irs.gov/pub/irs-pdf/f4506t.pdf (Adobe Reader required)
- 2) Print the form
- 3) Complete the form and mail it to the address (by State) listed on page two of the form

Transcripts will take 10 to 15 days after the IRS receives your request.

If you used a Tax Preparer:

- 1) Contact your tax preparer for a copy of your Federal Tax Return
- 2) Cover page alone is not sufficient