

# Instructions for Tax Filers

## IRS Tax Return Transcript Request Process for Filers

Tax filers can request a transcript, free of charge, of their “**2021**” tax return from the IRS in one of three ways.

- Please be sure to request an “**IRS Tax Return Transcript**” and not an IRS Tax Account Transcript.
- **IF SUBMITTING A TAX RETURN, THEN PLEASE SIGN AND DATE THE TOP PAGE.**

### **Online Request:**

- Available on the IRS website at [www.irs.gov](http://www.irs.gov)
- Under the “How Can We Help You?”, click on “Get Your Tax Record”
- Click on Blue Box that reads, “Get Transcript Online” to sign in or create a new account with ID.me.

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

### **Alternative to Requesting a Transcript online:**

We recommend requesting a transcript online since that’s the fastest method. If you can’t get your transcript online, you can request your IRS Tax Transcript by mail instead.

### **What you need**

To request a transcript by mail, you need your mailing address from your latest tax return

### **What you get:**

- Tax Transcript [transcript types](#) delivered by mail. (You will want to request a copy of your IRS Tax Transcript NOT Account Transcript.)
- Transcripts arrive in **5 to 10 calendar days** to your address.

**Get Transcript by Mail**

You can also request a transcript by mail by calling the IRS automated phone transcript service at [800-908-9946](tel:800-908-9946).

- **Note:** Transcripts partially mask your personally identifiable information for protection. Financial data will remain fully visible to allow tax preparation, tax representation or income verification. Learn more at [About Tax Transcripts](#) .
- If you need a photocopy of your return, submit [Form 4506-T](#)
  - Tax Transcript
  - Wage and Income Transcript (W-2 Equivalent); or
  - Verification of Non-Filing letter
- **CAUTION:** The IRS does not initiate contact with taxpayers by email, text messages or social media channels to request personal or financial information. Visit [report phishing](#) for instructions if you’re unsure about the authenticity of any unsolicited communication you receive, other than U.S. mail, claiming to be from the IRS.