

## How to request a tax transcript form the IRS

<http://www.irs.gov/Individuals/Order-a-Transcript>

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### Order a Transcript

You can now order your tax return or account transcript online. Your transcript will be mailed to you within 5 to 10 calendar days.

- 1** Choose your transcript...
  - [Tax Return Transcript](#) provides most line items from your original return.
  - Tax Account Transcript provides basic info, including marital status, type of return filed, AGI, taxable income, and later adjustments, if any.
- 2** Gather your information...
  - Social Security Number (or your IRS individual taxpayer identification number);
  - Date of birth;
  - Street address; and
  - Zip Code or Postal Code.
- 3** Go get your transcript!
  - Go to [Order a Transcript](#), or
  - Call 1-800-908-9946

**Note:** We cannot process your request online if you need transcripts mailed to an address other than the one we have on file for you. To send your transcript to a different address, complete and send [Form 4506-T](#).

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- Order a Tax Return Transcript.

Do not request an account transcript. Account transcript is for student/parent who amended their federal tax return for 2012.