

IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their “2020” tax return from the IRS in one of four ways.

1. Online Request

- Get Transcript Online tool, which is available at www.irs.gov
- Under the “Tools” tab by clicking “Get a tax transcript” and
- Then “Get Transcript Online.” The Get Transcript Online tool allows the user to immediately receive an online PDF version of their IRS Tax Return Transcript.

2. Telephone Request

- Available from the IRS by calling **1-800-908-9946**
- 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.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2020**”.
- 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.

3. Online Request

- Available on the IRS Web site at www.irs.gov
- Please be sure to request a “**IRS Tax Return Transcript**” and not the IRS Tax Account Transcript
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip 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.
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select “**2020**”.
- 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.
 - **NOTE:** IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

4. Hardcopy Request

- Available on the IRS Web site at www.irs.gov
- Type **4506-T** into search.
- Complete form 4506-T “Request for Transcript of Tax Return”.
- Print this document and Fax this completed document to the IRS at **855-821-0094**.

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