

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, click "Get a tax transcript."
- Click "Get Transcript Online." This tool allows the user to immediately receive an online PDF version of their IRS Tax Return Transcript.

2. Telephone Request

- Call the IRS at 1-800-908-9946.
- Follow the prompts and enter your social security number and the numbers in your street address.
 - ◊ Generally this will be street numbers listed on the latest tax return filed. If an address change has been completed through the USPS, 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 sent to the address used in their telephone request within 5 to 10 days.

3. Online Request

- Visit the IRS Web site at www.irs.gov.
- Request an "IRS Tax Return Transcript," not the "IRS Tax Account Transcript."
- Enter the tax filer's SSN, date of birth, street address, and zip code. Use the address currently on file with the IRS.
 - ◊ Generally this will be street numbers listed on the latest tax return filed. If an address change has been completed through the USPS, 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 sent to the address used in their telephone request within 5 to 10 days.
 - ◊ IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

4. Hardcopy Request

- Visit www.irs.gov and type 4506-T into search tool.
- 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.
 - ◊ IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.