

IRS INSTRUCTIONS FOR OBTAINING TRANSCRIPTS OF TAX RETURNS, COPIES OF TAX RETURNS, OR 1722 LETTERS*

1. Call **1-800-829-1040** and request a transcript by the automated system. Please follow the options listed below.

WHEN CALLING BETWEEN THE HOURS of 7:00 AM and 10:00 PM, PLEASE SELECT THE FOLLOWING OPTIONS:

- Option 2 (**Personal Tax Account**)
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- Enter your Taxpayer ID Number (**SSN, ITIN, or EIN**).
- Option 3 (**Transcripts**)
- Enter the **Numbers** in your street address.
- Option 2 (Transcript of Tax Return)
- Enter the **year** of the Return you are requesting.

IF YOU ARE CALLING AT ANY OTHER TIME, PLEASE SELECT THE FOLLOWING OPTIONS:

- Option 2
- Enter your Taxpayer ID Number (**SSN, ITIN, or EIN**).
- Option 1
- Enter the **Numbers** in your street address.
- Option 2
- Enter the **year** of the Return you are requesting.

Your transcript(s) will be mailed within 10 to 15 days
OR

2. You may complete Form 4506, REQUEST FOR COPY OR TRANSCRIPT OF TAX FORM, and mail it to the address indicated on the form. You should receive your transcript within **10 -15 days**. (Form 4506 is available at <http://www.irs.gov/pub/irs-fill/f4506.pdf>.)

* Note: 1722 letters document information on an individual's tax return.