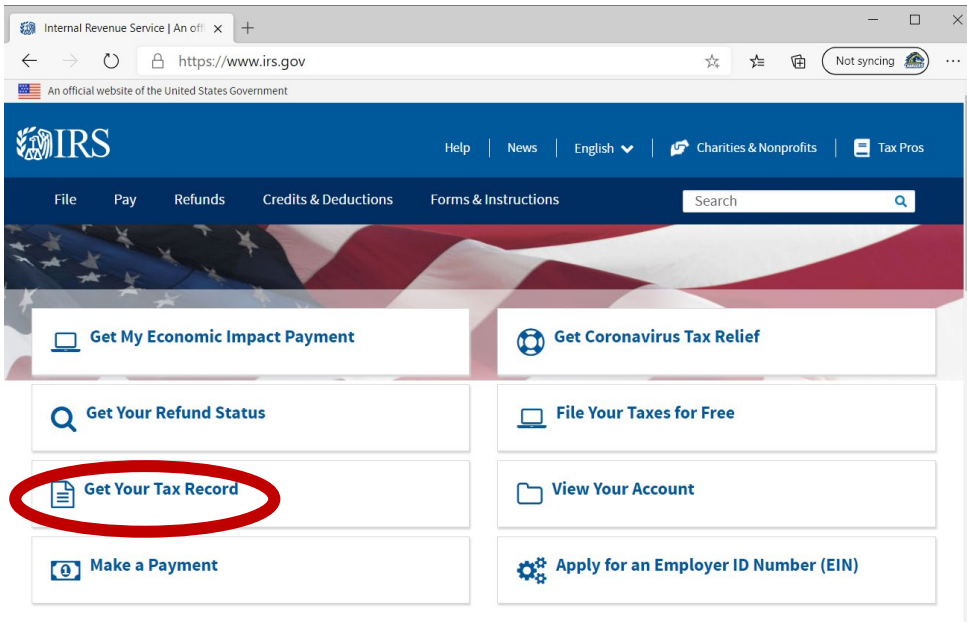


Tax filers can request Tax Return Transcripts free of charge.

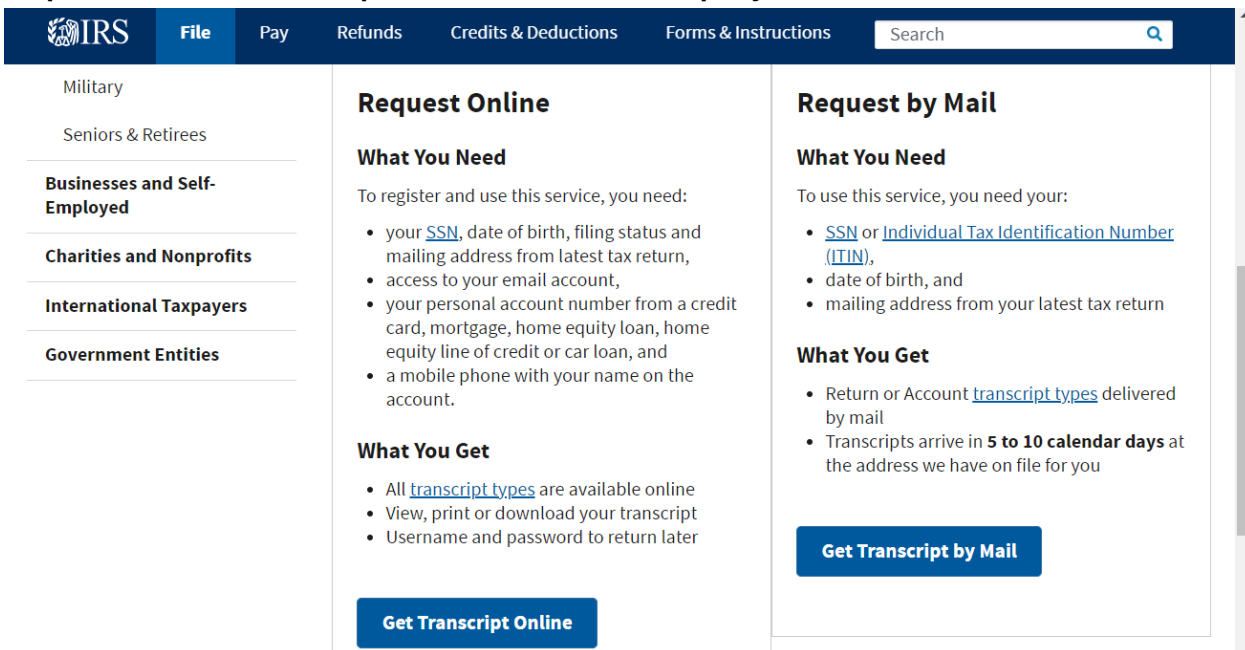
Method #1: Ordering transcripts online (by mail)

Step 1: Go to www.irs.gov

Step 2: Under the Tools tab, click on "Get Your Tax Record"



Step 3: Select "Get Transcript Online" or Get Transcript by Mail



To get transcript online: Create an account and provide any requested information. You will then be able to access your previous years' tax return and income information.

To request transcript by Mail: Fill out the required information to submit request, forms will be sent to mailing address provided to the IRS

The screenshot shows the IRS.gov 'Get Transcript' form. At the top left is the IRS logo and '.gov' domain. At the top right are links for 'Contact Us' and 'Exit'. Below the header is the title 'Get Transcript' and a link for 'En Español | Privacy Notice'. A red note states 'All fields are required'. The form contains the following fields:

- Social Security Number (SSN) or Individual Tax ID Number (ITIN):** A field with a hyphen separator and a help icon.
- Date of Birth:** Three dropdown menus for Day, Month, and Year.
- Street Address:** A single-line text input field with a help icon.
- ZIP or Postal Code:** A single-line text input field with a help icon.

A 'Continue' button is located at the bottom of the form.

Method #2 Telephone Request:

- Available from the IRS by calling **1-800-908-9946**
- Tax filers must follow prompts to enter their social security or TIN number used to file taxes, and the numbers in one's street address (generally the numbers of the street address that were listed on the latest filed tax forms). However, if an address change has been completed either through the IRS or the US POSTAL Service, the IRS may have the updated address on file.
 - For a joint tax return, use the primary tax filer's social security number, date of birth, street address, and zip or postal code.
- Select **"Option 2"** to request an IRS Tax Return Transcript and then select the appropriate Tax Filing Year.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in one's telephone request within 5 to 10 business.
 - IRS Tax Return Transcripts requested by telephone cannot be mailed to a different address.

Method #3: In Person:

- An appointment is required; please call **1-844-545-5640** to schedule an appointment.
 - IRS Offices:
 - 1) 501 W. Ocean Blvd, Long Beach, CA 90802
Office Hours: Monday-Friday 8:30 - 4:30pm
Phone number: (562) 491-7751
 - 2) 801 Civic Center Drive W, Santa Ana, CA 92701
Office Hours: M-F 8:30 - 4:30pm
Phone number: (714) 347-9204