

**IRS INSTRUCTIONS:
OBTAIN TRANSCRIPTS OF TAX RETURNS
OR COPIES OF TAX RETURNS**

NOTE: IRS LTR1722 IS ACCEPTABLE, ONLY IF 1040EZ WAS FILED.

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

**CALL BETWEEN THE HOURS OF 7:00 A.M. AND 10:00 P.M.
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 CALLING AT ANY OTHER TIME,
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 to 15 days. (Form 4506 is available at <http://www.irs.gov/pub/irs-fill/f4506.pdf>)