

IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their 2019 Tax Return Transcript from the IRS in one of three ways.

Online Request

Available on the IRS website at www.irs.gov

- Click **Get Your Tax Record**

For a transcript online:

- Click on **Get Transcript Online**
- Create an account
- Click on appropriate year (2019)
- You will now be able to view your transcript as a PDF file and print it immediately.

For a transcript by mail:

- Click **Get Transcript by Mail**
- Social Security number, date of birth, and address will be needed
- Select Return Transcript and click on appropriate year (2019)
- Mailed transcripts arrive in 5 to 10 business days

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 U.S. Postal Service, the IRS may not have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2019**”
- If successfully validated, 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 business days from the time the IRS receives the request.