

# Ordering Tax Transcripts

## A. Online Request

- ✓ Go to: [www.irs.gov](http://www.irs.gov)
- ✓ In the "Online Services" section, select "Order a Tax Return or Account Transcript".
- ✓ Click "Order a Transcript"
- ✓ Provide tax filer's SSN, DOB, street address and zip code.
- ✓ Click on "Continue"
- ✓ In the "Type of Transcript" field, select "Return Transcript" and the appropriate year in "Tax Year" field.
- ✓ If successfully linked, tax filers can expect their Tax Transcript in the mail within 5-10 business days.

Note: Transcript requests made online can ONLY be mailed to the tax filer at the address on the original tax form.



## B. Telephone Request

- ✓ Call the IRS at 1-800-908-9946
- ✓ Follow the prompts to enter identifying information.
- ✓ Select "Option 2" to request the "IRS Tax Return Transcript"
- ✓ If successfully linked, tax filer can expect their Tax Transcript in the mail within 5-10 business days.

Note: May instead ask to have Transcript faxed to expedite the process.



## C. Paper Requests

- ✓ Use the Form 4506T-EZ (instead of the form 4506-T)
- ✓ Download at: <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>



## D. Visit the Local IRS Office

- ✓ Located in the Federal Building  
101 12<sup>th</sup> Avenue Room 160  
Fairbanks, AK 99701.

