

## Federal Tax Return Transcript Instructions

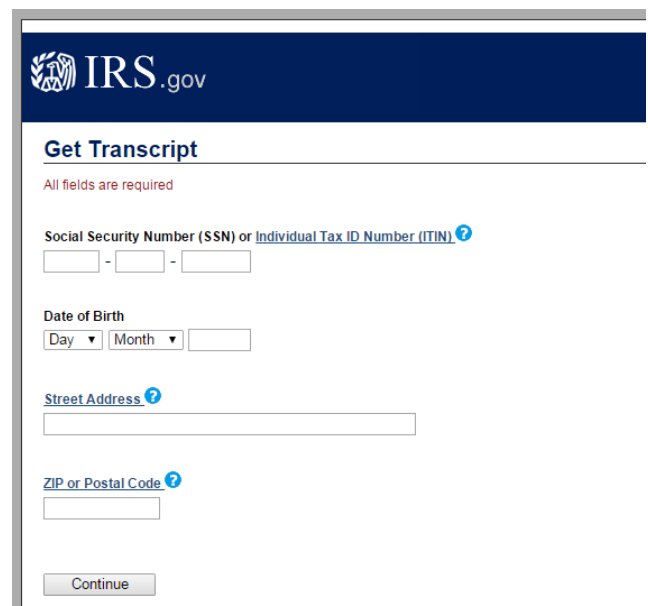
If you are unable to use the [IRS Data Retrieval Tool](#), then you will have to submit a tax transcript when it becomes available to you. Your file will be considered incomplete until all verification information is received. Several options are listed below for your convenience.

Use the table below to determine the general timeframe when you can request a transcript for a current year Form 1040, 1040A or 1040EZ return filed on or before the April due date. Availability varies based on the method you used to file your return and whether you have a refund or balance due.

| When your original return shows a ...                         | and you filed <i>electronically</i> , then                                      | and you filed on <i>paper</i> , then   |
|---|---|--|
| refund amount or no balance due,                              | allow 2-3 weeks after return submission before you request a transcript.        | allow 6-8 weeks after you mailed your return before you request a transcript.  |
| balance due and you paid in full with your return,            | allow 2-3 weeks after return submission before you request a transcript.        | we process your return in June and you can request a transcript in mid to late June.<br><br><b>Note:</b> we process all payments upon receipt. |
| balance due and you paid in full after submitting the return, | allow 3-4 weeks after full payment before you request a transcript.             |  |
| balance due and you didn't pay in full,                       | we process your return in mid-May and you can request a transcript by late May. |  |

### Online Tax Return Transcript Mail Request

- Go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) and click "Get Transcript by Mail" button
- Complete all fields to get transcript
- Select "Return Transcript" for type & 2015 for Tax Year
- Transcripts arrive in 5 to 10 calendar days



The screenshot shows the IRS 'Get Transcript' web form. At the top is the IRS logo and '.gov'. Below the title 'Get Transcript', it states 'All fields are required'. The form includes the following fields:
 

- Social Security Number (SSN) or Individual Tax ID Number (ITIN): A field with a question mark icon.
- Date of Birth: A field with dropdown menus for Day and Month, and a text box for the year.
- Street Address: A text input field with a question mark icon.
- ZIP or Postal Code: A text input field with a question mark icon.
- A 'Continue' button at the bottom.

## Form 4506T Tax Return Transcript Request by Mail

|   |  |                   |
|---|--|-------------------|
| <b>Form 4506</b><br>(Rev. September 2015)<br>Department of the Treasury<br>Internal Revenue Service | <b>Request for Copy of Tax Return</b><br><b>▶ Do not sign this form unless all applicable lines have been completed.</b><br><b>▶ Request may be rejected if the form is incomplete or illegible.</b><br><b>▶ For more information about Form 4506, visit <a href="http://www.irs.gov/form4506">www.irs.gov/form4506</a>.</b> | OMB No. 1545-0429 |
|---|--|-------------------|

**Tip.** You may be able to get your tax return or return information from other sources. If you had your tax return completed by a paid preparer, they should be able to provide you a copy of the return. The IRS can provide a **Tax Return Transcript** for many returns free of charge. The transcript provides most of the line entries from the original tax return and usually contains the information that a third party (such as a mortgage company) requires. See **Form 4506-T, Request for Transcript of Tax Return**, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Get a Tax Transcript..." or call 1-800-908-9946.

- Request Form 4506T may be printed out from <https://www.irs.gov/pub/irs-pdf/f4506.pdf>
- Form 4506T may be mailed or faxed
- Transcripts arrive in 5 to 10 calendar days

## Tax Return Transcript Request by Telephone

- Available from the IRS by calling 1-800-908-9946
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address used in their telephone request, within 5 to 10 days from the time the IRS receives the request

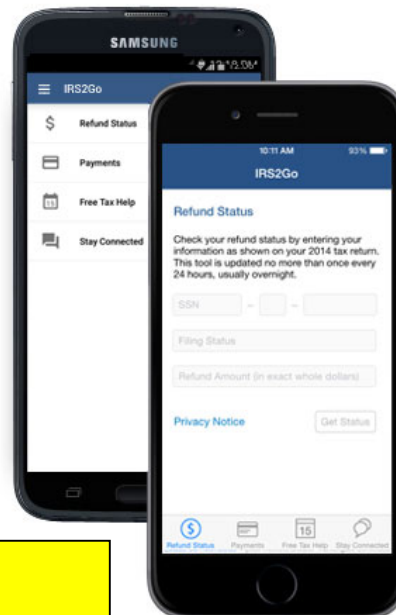
## IRS2Go Mobile A

### IRS2Go is the official mobile app of the IRS

Check your refund status, make a payment, find free tax preparation assistance, sign up for helpful tax tips, and more!

IRS2Go is available in both English and Spanish.

### Download IRS2Go for your mobile device



- Self-service; mobile app; 5-10 business day delivery to the address on file
- Available for Android and iOS (Apple) mobile devices