



How to request an IRS Tax Transcript for 2018

Tax filers can request from the Internal Revenue Service (IRS) an IRS Tax Return Transcript of their 2018 IRS tax return information, free of charge, by submitting form 4506-T or using one of the methods listed below.

Under all methods, tax filers need to provide their Social Security Number (SSN), date of birth, their street address, and ZIP Code as is currently on file with the IRS. This is the address included on the latest tax return filed with the IRS. However, if an address change was made either with the IRS or with the U.S. Postal Service, the IRS may have the updated address on file. If this is the case use the updated address.

Joint Tax Return - When requesting a transcript using one of the four electronic processes described below, use the primary tax filer's information (e.g., SSN). When requesting a transcript using one of the two paper processes described below, either spouse may submit the request and only one signature is required.

1. Online Request - Get Transcript ONLINE

- Available on the IRS Web site at <http://www.irs.gov/Individuals/Get-Transcript>
- Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records"
- Click "Get Transcript ONLINE."
- Acknowledge the disclosure pop up box that appears by clicking "OK."
- The tax filer must sign up to create or reactivate his or her account.
- Follow the prompts to request a transcript.

2. Online Request - Get Transcript by MAIL

- Available on the IRS Web site at www.irs.gov.
- Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records"
- Click "Get Transcript by MAIL."
- Acknowledge the disclosure pop up box that appears by clicking "OK."
- Complete the required fields (SSN, DOB etc.) then click "Continue."
- In the **Type of Transcript** field, select "**Return Transcript**" and, in the **Tax Year** field, select "**2018.**"
- Click "Continue."
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 business days from the time the online request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

3. IRS2Go App

- Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
- Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

4. Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- To continue in English press 1.
- Tax filers must follow prompts to enter their Social Security number and the numbers in their street address
- Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "2018."
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone can only be mailed to the address on file with the IRS.