

**INSTRUCTIONS FOR OBTAINING TRANSCRIPTS OF TAX RETURNS, COPIES OF TAX RETURNS , OR 1722 LETTERS.**

1. Call 1-800-829-1040 and request a transcript by the automated system. Please follow the options listed below;

**WHEN CALLING BETWEEN THE HOURS OF 7:00 AM AND 10:00 PM, PLEASE SELECT THE FOLLOWING OPTIONS**

- Option 2 (Personal Tax Account)
- Enter your Taxpayer ID Number (SSN, ITIN, or EIN).
- Option 1 (Transcripts)
- Enter the **NUMBERS** in your street address.
- Enter the year of the Return you are requesting.

**IF YOU ARE CALLING AT ANY OTHER TIME, PLEASE SELECT THE FOLLOWING OPTIONS:**

- Option 2 (Personal Tax Account)
- Enter your Taxpayer ID Number (SSN, ITIN, or EIN).
- Option 1 (Transcripts)
- 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.