



## How Can I Order an IRS Transcript?

A transcript may be needed to verify tax return information from a prior year (if you are filing an amendment), get wage and income information for a tax year (if you are missing a tax document such as a Form W-2), or to see your overall IRS account information.

### Which transcript type do I want?

	Transcript Type
I am missing tax documents from a tax year, such as Form W-2 or Form 1099-NEC, which I need to prepare my tax return.	<b>Income &amp; Wage Transcript</b>
I need a copy of the information on a tax return I have already filed, either to file an amendment or keep a record. I do NOT want to see any changes made by the IRS after I filed.	<b>Tax Return Transcript</b>
I need a copy of the information on a tax return I have already filed. I want to see ALL CHANGES made by the IRS after I filed.	<b>Tax Account Transcript</b>
I want to verify that I did NOT file a tax return for a certain year.	<b>Verification of Non-filing Letter</b>

Transcripts can be requested in several ways:

- 1. View, print, or download online.** *Available for all transcript types.*  
 To use this service you will need to create an online IRS account (through ID.me) and complete an identity verification process. The transcripts listed above will then be immediately available to you from within your IRS account.
  - Go to <https://www.irs.gov/individuals/get-transcript>.
  - Click **Get Transcript Online**.
- 2. Request that a printed copy be sent by mail.** *Available for account transcripts and return transcripts. The transcript will be sent to the address on the most recent tax return filed.*  
 To use this service, you will need your Social Security or ITIN, date of birth, street address and Zip Code.
  - Go to <https://www.irs.gov/individuals/get-transcript> and click on **Get Transcript By Mail**; **OR**
  - Call the IRS automated transcript line at 1-800-908-9946 and follow the voice prompts

**Important:** The transcript will be mailed to the address on record with the IRS (the address on the last tax return filed). If the taxpayer address has changed, see **Option 3** below.
- 3. Mail or fax Form 4506-T, Request for Transcript of Tax Return.** *Available for all transcript types. The transcript can be sent to an address other than the one on file with the IRS.*
  - Print and fill out a Form 4506-T.
  - Mail or fax it to the IRS address listed on the form.

**Important:** If you changed your address since the last time you filed a tax return, you should file **Form 8822, Change of Address** with the IRS when you submit **Form 4506-T**.



**Do I have to pay for my transcript?** Ordering your transcript is always free.

**Can I order transcripts for multiple years?** Transcripts are available for the current year as well as previous tax years. The number of years available depend on the type of transcript requested and whether you request it by mail, online or by phone. See [Transcript Types and Ways To Order Them](#) for detailed information.

**How long will it take to get my transcript?** The time it will take to receive your transcript depends on how you request the transcript and how you will receive it. If you access your transcripts through your IRS account, you will be able to view them immediately. If you requested a mailed transcript online through the IRS website, you should receive it in 5-10 working days. If you mail or fax a request for a transcript by mail, the wait time will be significantly longer to account for IRS mail processing delays.