

Tax Return Transcripts & Tax Account Transcripts

What is a tax transcript?

A **tax return transcript** shows most line items from your tax return as it was originally filed. It does not reflect any changes you, your representative, or the IRS made after the return was filed. In most cases, your transcript includes all the information a lender or government agency needs. Most of our clients choose this option.

A **tax account transcript** contains information on the financial status of the account, such as payments made, penalty assessments and adjustments made by you or the IRS after the return was filed. This transcript shows basic data including marital status, type of return filed, adjusted gross income and taxable income.

How do I get my transcript?

There are 3 easy ways to order your transcript:

1. **ONLINE** - You can order your transcripts online by visiting www.irs.gov. Click the button “**Get Your Tax Record**” then select “**Get Transcript Online**” and follow instructions. To use this service you will need: your SSN or ITIN, date of birth, filing status and mailing address from latest tax return.
2. **OVER THE PHONE** – Order your transcript by calling **1-800-908-9946** and follow the voice prompts. You will need your Social Security or ITIN, date of birth, street address and Zip Code.
3. **BY MAIL** – Print and fill out a **Form 4506-T**, then mail or fax it to the address listed on the form.

NOTE: If you order online or over the phone, the transcript will be mailed to the address on record with the IRS. If you would like to send it to a different address, you must order your transcript by mail (see option 3 above).

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 the previous three tax years.

How long will it take to get my transcript?

If you request a tax return transcript, you can expect to receive it within 10 days. If you request a tax account transcript, you can expect to receive it within 30 days.