

# Policy & Preparation: IRS Transcripts

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Before beginning, review this document on CTC Resources:

- [About IRS Transcripts](#)
- [Entering W-2 Data from a Transcript or Paystub](#)

For returns that are prepared from a transcript, the Return Type in TaxSlayer (**Paper** or **E-File**) will depend on whether you are able to retrieve and confirm any redacted or masked information on the transcript.

Inform the taxpayer that:

- The tax return may need to be Paper if there is redacted information on the transcript that cannot be confirmed.
- Paper returns must be mailed to the IRS and there will be a delay in processing the return and issuing any refund.
- A copy of the transcript should be attached to **Form 1040** if the return is mailed to the IRS as a **Paper** return. Fold the transcript in thirds and staple it horizontally to **Form 1040**.

## Preparing the Return in TaxSlayer

1. Confirm that the transcript type is what is needed to prepare the tax return.
2. Prepare the return in TaxSlayer.
3. For any redacted information, consider these options:

Option:		Return Type will Be:
1	Discuss with the taxpayer if the redacted (missing) information can be retrieved from a prior year tax return, tax documents, pay stubs or any other documents.	E-File
2	Call or contact the company issuing the tax form listed on the transcript and confirm the company name, EIN, and address.	E-File
3	Enter placeholder or “dummy” company information in TaxSlayer: Company EIN: <b>74-5555555</b> Company name: <b>Dummy Corp.</b> Company address: <b>123 Main St., Austin, TX 78745</b>	Paper
4	The client orders a complete (not redacted) wage and income transcript through the IRS. <b>Note:</b> The client will need to return to the tax center with the unredacted transcript to complete tax return preparation.	E-File

4. Continue to the **E-File** screen in TaxSlayer.
5. Set the Return Type to **Paper** or **E-File**, depending on the circumstances outlined in the table above.
6. Complete the **E-File** and **Submission** screens as usual in order to prepare the return to be Quality Reviewed.
7. Make a note in the return in TaxSlayer that the return was prepared from a transcript and the reason for the Return Type of **Paper** or **E-File**.

### **Other Resources for Preparers and Clients**

IRS FAQ for Transcripts: <https://www.irs.gov/individuals/get-transcript-faqs>

#### CTC Resources:

- How Can I Order A Transcript? [client handout] [[English](#)] and [Spanish] [[link](#)]
- [Guide to Ordering a Transcript By Mail](#) [client handout with screenshots] [Spanish only]