

REQUEST:

View and print online:

- 1- Go to www.irs.gov
- 2- Under “ Tools” click “Get a tax transcript”
- 3- Select “Get Transcript ONLINE”
- 4- Create an account (you will need to provide an email for the confirmation code)
- 5- View and print the **Verification of Non-filing Letter, Tax Account Transcript or/and Tax Return Transcript** for the tax year requested.

Alternative ways to obtain a tax transcript:

Order by phone:

- 1- Call the IRS Transcript Order Line at **1-800-908-9946**
- 2- Select the preferred language
- 3- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address that was listed on the latest tax return.
- 4- If you are requesting an **IRS Tax Return Transcript**, select “Option 2” and enter the appropriate year. Expect to receive within 10 business days from time of request.
- 5- If you are requesting an **IRS Tax Account Transcript**, select “Option 3” and enter the appropriate year. Expect to receive within 10 business days from time of request.
- 6- **IRS Verification of Non-filing Letter** cannot be requested by phone. It must be requested either online or by mail.

By mail:

Download and complete the form <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and select which tax information you are requesting.