

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

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 7:00AM AND 10:00pm,  
PLEASE SELECT THE FOLLOWING OPTIONS:

- ✓ Option 2 (Personal Tax Account)
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- ✓ Enter your Taxpayer ID Number (SSN, ITIN, or EIN)
- ✓ Option 3 (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
- ✓ Enter your Taxpayer ID Number (SSN, ITIN, or EIN)
- ✓ Option 1
- ✓ 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

You may ask for and 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 10-15 days.