

**TO REQUEST AN IRS TAX TRANSCRIPT** Go to [www.irs.gov](http://www.irs.gov), Find TOOLS in Red & look below for “Get Transcript of Your Tax Records”. Click on it, and then click on Get Transcript by MAIL. **REQUEST the “TAX RETURN TRANSCRIPT”, NOT THE ACCOUNT TRANSCRIPT.**

**OR** call the IRS at **1-800-908-9946**. You will have to enter your Social Security Number, verify your address using NUMBERS ONLY, when asked what tax transcript to request **PRESS 2**, and then enter the year you would like to request.

**If you filed jointly, use the primary tax payers SSN.**