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INSTRUCTIONS FOR REQUESTING AN **IRS TAX RETURN TRANSCRIPT** OR IRS VERIFICATION OF NON-FILING

Tax filers can request an IRS Tax **Return** Transcript or an IRS **Verification of Non-filing** from the IRS Office, free of charge, via web, telephone, or in person. *Please make sure you request the 'IRS Tax **Return** Transcript' not the 'IRS Tax Account Transcript.'* Go to: <https://www.irs.gov> (Instructions below are from the IRS website) Select "Get your Tax Record"

1. Get Transcript ONLINE

What You Need to Register and Use this Service:

- Your SSN, date of birth, filing status and mailing address from latest tax return, and access to your email account, and
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or
- car loan, and
- a mobile phone with your name on the account.

What You Get from this Service:

- All Transcript Types are available
- View, print, or download your transcript
- IRS Username and password to return later

2. Get Transcript by MAIL

What You Need to Use this Service:

- Your SSN or Individual Tax Identification Number (ITIN)
- date of birth
- and mailing address from latest tax return

What You Get from this Service:

- Return or Account Transcript Types delivered by mail
- Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you

3. Request Transcript Via PHONE

- Call 1-800-908-9946
- Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you

4. Request Transcript in PERSON

- Most IRS offices have indicated taxpayer assistance is by appointment only. You can call to schedule an appointment by clicking on this link to locate your local IRS Office:
<https://www.irs.gov/help/contact-your-local-irs-office>