



## IRS Tax Return Transcript Request Process

Tax filers can request a transcript, free of charge, of their "**2021**" tax return from the IRS in one of two ways.

### 1. **Online Request**

- To order your 2021 Transcript Online, go to: [www.irs.gov](https://www.irs.gov)
- Under the "How Can We Help You?", click on "Get Your Tax Record"
- Click on Blue Box that reads, "Get Transcript Online" to sign in or create a new account with ID.me.

**NOTE:** IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

### 2. **Alternative to Requesting a Transcript Online:**

We recommend requesting a transcript online since that's the fastest method. If you can't get your transcript online, you can request your IRS Tax Transcript by mail instead.

#### **What You Need**

To request a transcript by mail, you need your mailing address from your latest return.

#### **What You Get:**

- Tax Transcript ([transcript types](#)) delivered by mail. (You will want a copy of your IRS Tax Transcript **NOT** your Account Transcript.)
- The Transcripts will arrive in **5 to 10 calendar days** to your address.

[Get Transcript by Mail](#)

You can also request a transcript by mail by calling the IRS' automated phone transcript service at [800-908-9946](tel:800-908-9946).

- **Note:** Transcripts partially mask your personally identifiable information for protection. Financial data will remain fully visible to allow for tax preparation, tax representation or income verification. Learn more at [About Tax Transcripts](#).
- If you need a photocopy of your return, submit [Form 4506-T](#) [PDF](#), to request the following:
  - Tax Transcript
  - Wage and Income Transcript (W-2 Equivalent); or
  - Verification of Non-Filing letter
- **CAUTION:** The IRS doesn't initiate contact with taxpayers by email, text messages or social media channels to request personal or financial information. Visit [report phishing](#) for instructions if you're unsure about the authenticity of any unsolicited communication you receive, other than U.S. mail, claiming to be from the IRS.