

Go to the IRS website at www.irs.gov

Step 1: Click on “get a tax transcript”

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Get My Economic Impact Payment

Get Coronavirus Tax Relief

Do Your Taxes for Free

View Your Account

Non-Filers: Enter Payment Info Here

Get Your Refund Status

Get Your Tax Record

Make a Payment

Forms and Instructions

1040 and Schedules 1-3
Individual Tax Return

Other 1040 Schedules
Information About the Other
Schedules Filed With Form 1040

Form 2290
Heavy Highway Vehicle Use Tax
Return

Search Forms & Instructions

Step 2: Click on “Get transcript by Mail” or “Get Transcript Online”

IRS

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

When to File

Where to File

Your Information

Tax Record (Transcript)

Third Party Authorization

Students

Employees

Parents

Military

Seniors & Retirees

Businesses and Self-Employed

Charities and Nonprofits

International Taxpayers

Government Entities

There is a new transcript format that better protects your data. This new format partially masks your personally identifiable information. Financial data will remain fully visible to allow for tax preparation, tax representation or income verification. Learn more at [About the New Tax Transcript and the Customer File Number](#).

Caution: The Get Transcript Service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. To find out how much you owe or to verify your payment history, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Request Online

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- 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

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

[Get Transcript Online](#)

Request by Mail

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

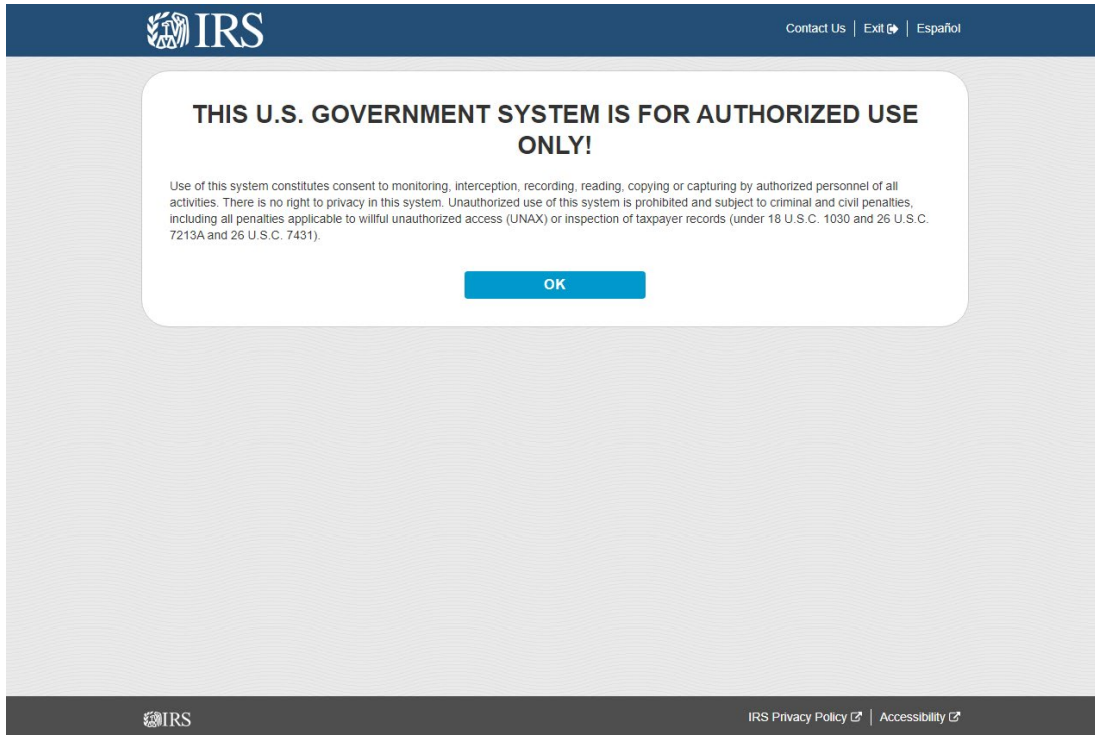
What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you.

[Get Transcript by Mail](#)

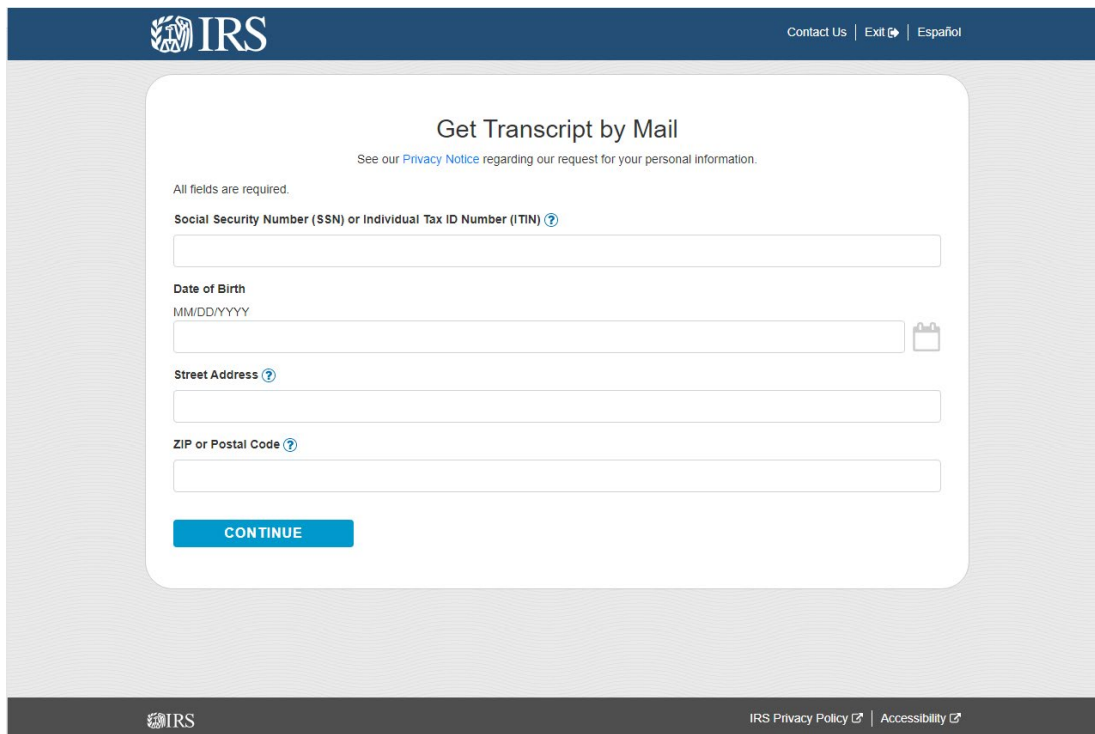
If you click on get transcript online you will need to follow the prompts to create an account.

If you click on get transcripts by mail then you will get the following screen. Just click “ok” as that is letting you know you are using a government site.



The screenshot shows the top of the IRS website with a dark blue header containing the IRS logo and navigation links for "Contact Us", "Exit", and "Español". The main content area is a light gray box with a white rounded rectangle in the center. This rectangle contains the text "THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!" in bold, followed by a paragraph of legal disclaimer text. Below the text is a blue button labeled "OK". At the bottom of the page, a dark gray footer contains the IRS logo, "IRS Privacy Policy", and "Accessibility" links.

Step 3: Fill out all the fillable fields with the SSN, DOB, address, and zip code. This is very specific and needs to be exactly like it appears on the tax transcript. Hit continue



The screenshot shows the "Get Transcript by Mail" form on the IRS website. The header is the same as the previous screenshot. The form is a white rounded rectangle with the title "Get Transcript by Mail" and a link to the "Privacy Notice". Below the title, it states "All fields are required." and lists four required fields: "Social Security Number (SSN) or Individual Tax ID Number (ITIN)", "Date of Birth" (with a calendar icon), "Street Address", and "ZIP or Postal Code". Each field has a corresponding input box. At the bottom of the form is a blue button labeled "CONTINUE". The footer is the same as the previous screenshot.

Step 4: You will need to choose the Return Transcript and select the Tax year you are requesting. You will need the 2018 return for 2020-2021 aid year and 2019 for 2021-2022 aid year. Click continue and your Return Transcript will take about 5-10 days to be processed by mail.

The screenshot shows the IRS website's 'Get Transcript by Mail' form. The form is titled 'Get Transcript by Mail' and is set against a dark blue header with the IRS logo and navigation links for 'Contact Us', 'Exit', and 'Español'. The form itself is a white rounded rectangle containing three sections: 'Select Transcript Type' with radio buttons for 'Account Transcript' and 'Return Transcript' (selected); 'Select Tax Year' with radio buttons for '2019', '2018' (selected), '2017', and '2016'; and 'Customer File Number' with a text input field and a note 'Numeric input only (0-9)'. A blue 'CONTINUE' button is positioned below the input field. The footer of the page includes the IRS logo and links for 'IRS Privacy Policy' and 'Accessibility'.

Get Transcript by Mail

Select Transcript Type ?
 Account Transcript
 Return Transcript

Select Tax Year ?
 2019
 2018
 2017
 2016

Customer File Number ?
Numeric input only (0-9)

CONTINUE

IRS Privacy Policy | Accessibility