

## Sample article for organizations to use to reach your customers (331 word count)

Post the following article on your websites and/or use in other communication vehicles to tell your customers about getting copies of their tax returns and transcripts online.

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### Get copies of your tax return and tax account information online

You can now order your tax return or account transcript online. Using the IRS's automated self-service applications to order transcripts is convenient and easy. A transcript is acceptable as a substitute for an exact copy of a previously filed tax return in many situations. The IRS offers two types of transcripts defined below:

- A tax return transcript shows most line items from your tax return as originally filed, including any accompanying forms and schedules. It does not reflect any changes made after the return was filed.
- A tax account transcript shows any later adjustments either you or the IRS made after the tax return was filed. This transcript shows basic information – including marital status, type of return filed, adjusted gross income and taxable income.

The IRS does not charge a fee for these transcripts, which are available for the current tax year as well as the past three tax years. Whether you choose the online option or the automated phone service, you will find these self-service options available any time, day or night, when it's convenient for you.

To order online, go to [www.irs.gov](http://www.irs.gov). Click on *Tools* in the middle of the page. Next, click on [Order A Transcript](#) and follow the three easy steps. You must provide your Social Security number or IRS Individual Taxpayer Identification number, date of birth, street address and ZIP Code or Postal Code. To order by phone, call the IRS automated phone line at 1-800-908-9946 and follow the voice prompts. You must provide your SSN or IRS ITIN and digits of your street address. Expect to receive the return or account transcript to your current address of record within 5 to 10 business days.

To send your transcript to a different address, you must complete and mail [Form 4506-T, Request for Transcript of Tax Return](#), available on [www.irs.gov](http://www.irs.gov). You will find instructions and mailing addresses on page two of Form [4506-T](#). Processing times for 4506-T requests are provided on Form 4506-T.