

Sample article for organizations to use to reach your customers

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

You can now get copies of your tax returns and transcripts online

Ordering a copy of your tax transcript, return information or the actual return has just gotten simpler. Now, in addition to ordering by phone or by mail, you can order what you need over the Web.

The IRS does not charge a fee for transcripts, which are available for the current tax year as well as the past three tax years.

A tax return transcript shows most line items from your tax return as it was 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 data – including marital status, type of return filed, adjusted gross income and taxable income.

- To request either transcript online, go to www.irs.gov and look for our new online tool, *Order a Transcript*. To order by phone, call 800-908-9946 and follow the prompts in the recorded message.
- To request a 1040, 1040A or 1040EZ tax return transcript through the mail, complete IRS Form 4506T-EZ, *Short Form Request for Individual Tax Return Transcript*. Businesses, partnerships and individuals who need transcript information from other forms or need a tax account transcript must use the Form 4506T, *Request for Transcript of Tax Return*.

If you order online or by phone, you should receive your transcript within 5 to 10 days from the time the IRS receives your request. Allow 30 calendar days for delivery of a transcript if you order by mail using Form 4506T or Form 4506T-EZ.

If you still need an actual copy of a previously processed tax return, it will cost \$57 for each tax year that you order. Complete Form 4506, *Request for Copy of Tax Return*, and mail it to the IRS address listed on the form for your area. Copies are generally available for the current year as well as the past six years. Please allow 60 days for actual copies of your return.

Visit www.irs.gov to determine which form will best meet your needs. These and other commonly used forms are available on the IRS Web site or by calling the IRS forms and publications order line at 800-TAX-FORM (800-829-3676).