

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 their tax returns and transcripts online.

You can get copies of your tax return and tax account information online

Automated self-service applications make ordering transcripts 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 as follows:

- 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 data – including marital status, type of return filed, adjusted gross income and taxable income.

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. Find and click on *Tools* in the middle of the page. This link will take you to a variety of [Online Services](#). 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 1-800-908-9946, an IRS automated phone line, and follow the voice prompts. You must provide your SSN or IRS ITIN, date of birth, street address and Zip Code or Postal Code.

These automated self-service options will mail the return or account transcript to your current address of record. To send your transcript to a different address, complete and mail Form 4506-T.

To request transcripts by mail, complete [Form 4506-T, Request for Transcript of Tax Return](#), available on www.irs.gov. You will find instructions and mailing addresses on page two of Form 4506-T.

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. You should allow five to ten calendar days for delivery when ordered online or through the automated self-service phone line. Processing times for 4506-T requests are provided on Form 4506-T.