To request your IRS Tax Transcript log into the IRS website.

There are two (2) ways of requesting the IRS Tax Transcript

1. Get Transcript Online
2. Get Transcript by Mail

To request your transcript online, you need to sign in with your User ID. If you do not have a User ID for this website, you will need to create an account. (see below)

Follow the six (6) steps for setting up your account.

You will first be required to enter your name and email address. A confirmation code will be sent to your email address.

Click the “Send Email Confirmation Code” button. A confirmation code will be sent to your email address.

Enter the confirmation code when received. This code expires within 30 minutes of being issue.

Once the confirmation code has been input, continue setting up your personal account.

WARNING: If the data you input does not match the data on your most recent tax return, the IRS will lock your account for 24 hours. You can try again after 24 hours.
To request your transcript by mail, you need to enter your SSN (or Individual Tax ID Number – ITIN), Date of Birth, Street Address, and Zip or Postal Code.

Type of Transcript = Return Transcript          Year = 2013

We have accepted your request for a 2013 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.