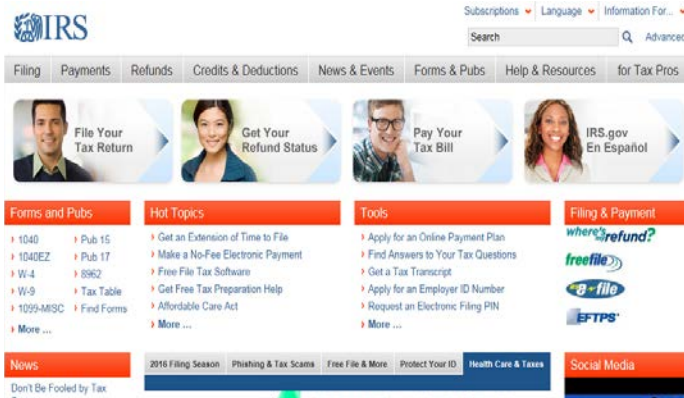


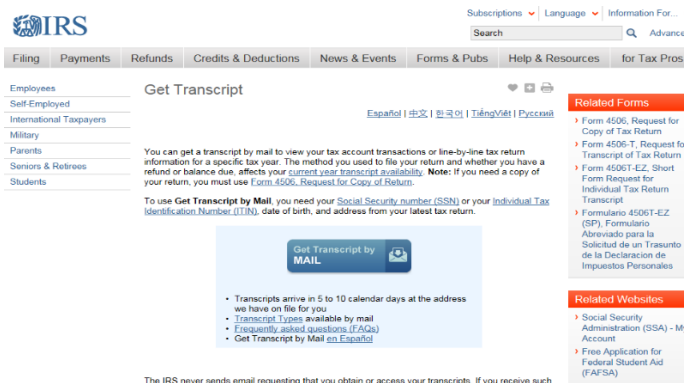
How to Request an IRS Tax Return Transcript

Log on to **IRS.gov**

1. Choose “Get a Tax Transcript” under Tools



2. Choose “Get Transcript By Mail”



3. Fill in the boxes with your personal information and Submit

A screenshot of the IRS.gov 'Get Transcript' form. The form is titled 'Get Transcript' and includes a link for 'En Español | Privacy Notice'. A note states 'All fields are required'. The form fields are: 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)' with a dropdown arrow; 'Date of Birth' with 'Day', 'Month', and year input boxes; 'Street Address' with a single input box; and 'ZIP or Postal Code' with a single input box. A 'Continue' button is located at the bottom of the form. At the very bottom of the page, there is a link for 'IRS Privacy Policy'.

4. Select “Return Transcript” and the year then “Continue”

The screenshot shows the IRS 'Get Transcript' page. At the top left is the IRS logo and '.gov' text. At the top right are links for 'Contact Us' and 'Exit'. The main heading is 'Get Transcript'. Below this, there is a section for selecting the transcript type and year. It includes a dropdown menu for 'Type of Transcript' with 'Return Transcript' selected, a dropdown for 'for Tax Year' with 'Select' chosen, and a 'Continue' button. At the bottom of the page is a link for 'IRS Privacy Policy'.

5. Congratulations, yours IRS Tax Transcript will be mailed to you in 5-10 days.

The screenshot shows the IRS 'Get Transcript' confirmation page. At the top left is the IRS logo and '.gov' text. At the top right are links for 'Contact Us' and 'Exit'. The main heading is 'Get Transcript'. Below this, there is a confirmation message: 'We have accepted your request for a 2015 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.' Below the message are two buttons: 'Exit' and 'Request a different transcript'. At the bottom of the page is a link for 'IRS Privacy Policy'.