

IRS TAX RETURN TRANSCRIPT

Request Options

ONLINE REQUEST

Go to:

<http://www.irs.gov/Individuals/Order-a-Transcript>

Located under Tools

- Click “Order a Tax Return Transcript (and the Account Transcript, if filing an Amended Return)”
- Click “Order a Transcript”
- Enter required information (SSN, Date of Birth, Address, etc.)

Note: Use the address currently on file with the IRS

- Click “Continue”
- Select Type of Transcript- “Return Transcript”
- Tax Year-“2012”

Note: Processing time is 5-10 days

TELEPHONE REQUEST

- Call 1-800-908-9946
- Follow Prompts to enter SSN and address
- Select “Option 4” to request an tax transcript
- Enter 4 digit for tax year being requested (2012)

Note: Transcript request cannot be sent directly to a 3rd party by the IRS

FAX/ MAIL REQUEST

Fax/Mail IRS Form 4506T-EZ

Form can be retrieved from IRS website:

<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Note: Processing time is 5-10 days
Information on form must match IRS records

IN PERSON REQUEST

In Person Requests can be made at any IRS location.

<http://www.irs.gov/uac/Contact-My-Local-Office-in-Louisiana>

Baton Rouge IRS Location

2600 Citiplace Centre
Baton Rouge, LA 70808
(Whitney Bank Bldg., 2nd floor)