

# How to Request your IRS Tax Return Transcript by Mail



Go to: <https://www.irs.gov/individuals/get-transcript>

Click on **Get Transcript by Mail**

## Alternative to Requesting a Transcript Online

We recommend requesting a transcript online, since that's the fastest method. If you can't get your transcript online, you can request one by mail instead.

### What You Need

To request a transcript by mail, you need your mailing address from your latest return.

### What You Get

- Tax Return or Tax Account [transcript types](#) delivered by mail
- If you need your prior year Adjusted Gross Income (AGI) to e-file, choose the tax return transcript type when making your request.
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

**Get Transcript by Mail**

You can also request a transcript by mail by calling our automated phone transcript service at [800-908-9946](tel:800-908-9946).

IRS

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Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

OK

Click **OK**

Enter your details exactly as they are listed on your Federal Tax Return, click **CONTINUE**

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### Get Transcript by Mail

See our [Privacy Notice](#) regarding our request for your personal information.

All fields are required.

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

Date of Birth

MMDDYYYY

Street Address ?

ZIP or Postal Code ?

CONTINUE

**IRS**

## Get Transcript by Mail

Select Transcript Type ?

Account Transcript

Return Transcript

Select Tax Year ?

2023

2022

2021

2020

Customer File Number ?

Numeric input only (0-9)

**CONTINUE**

Select Return Transcript.

Select 2022.

Click **CONTINUE**.

You will receive your transcript in the mail sent to the address the IRS has on file for you.

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## Get Transcript by Mail

We have accepted your request for a 2020 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.

**EXIT** **REQUEST A DIFFERENT TRANSCRIPT**