

Need Tax Return Information or Transcripts?

Two Easy Methods

1



Telephone - Call **1-800-829-1040**

Choose the option for

“Your Personal Account Information”

Follow the directions in the recording. You may speak with an IRS representative at this telephone number if you need help.

2



Mail — **Complete Form 4506**

(Request for Copy or Transcript of Tax Form), sign and mail it to the address in the form's instructions

Call **1-800-TAX-FORM (800-829-3676)**

to order Form 4506 by mail, or use a FAX machine's handset to dial IRS TaxFax at **1-703-368-9694** and have it faxed. Form

4506 is also on the IRS web site at

www.irs.gov.



Department of the Treasury
Internal Revenue Service

www.irs.gov

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If you need an exact photocopy of a previously filed and processed return, or actual copies of Form W-2, complete Form 4506 (Request for Copy or Transcript of Tax Form.) There is a \$23.00 fee for copies of your previously filed tax forms and all attachments (including Form(s) W-2) for each tax period requested. (Effective 01/01/2004, the fee is \$39.00.) Allow 60 calendar days from the date IRS receives your request for delivery.

Transcripts are mailed to your home address, free of charge.
Allow two weeks for delivery.