

IRS INSTRUCTIONS FOR OBTAINING TRANSCRIPTS OF TAX RETURNS,
COPIES OF TAX RETURNS, OR 1722 LETTERS*

Call 1-800-829-1040 and request a transcript by the automated system. Please follow the options listed below.

WHEN CALLING BETWEEN THE HOURS of 7:00 AM and 10:00 pm,
PLEASE SELECT THE FOLLOWING OPTIONS:

- Option 2 (Personal Tax Account)
- Enter your Taxpayer ID Number SSN, ITIN, or EIN.)
- Option 1 (Transcripts)
- Enter the Numbers in your street address.
- Enter the year of the Return you are requesting.

OR

You may complete Form 4506, REQUEST FOR COPY OR TRANSCRIPT OF TAX FORM, and mail it to the address indicated on the form. You should receive your transcript within 10-15 days. (Form 4506 is available at <http://www.irs.gov/pub/irs-fill/f4506.pdf>.)

Please note that the IRS will not process requests for copies until June 30, 2006.

IF YOU ARE REQUESTING W2'S, PLEASE SELECT THE FOLLOWING OPTIONS:

- Select option to speak to an IRS Representative.
- You must call between the business hours stated above to request to speak with an IRS Representative.

Your W2 transcript(s) will be mailed within 10 to 15 days

*Note: 1722 letters document information on an individual's tax return.

*Note: All tax returns must be signed by taxpayer(s).