

**Tax Transcripts Instructions:** You can obtain a copy of your/your spouse's or your parents' tax transcript directly from the IRS. The **1040/1040A/1040ez forms are no longer accepted as proof of tax filing.**

- Request one by phone at 1-800-908-9946
- Mailing in the 4506T form available online at [www.irs.gov](http://www.irs.gov), on the main webpage under "Forms & Pubs"
- Or the fastest way to receive the tax transcript is to request it online at [www.irs.gov](http://www.irs.gov) & follow these steps.

**Step 1** Under tools, click on "Order a Return or Account Transcript"

### Tools

- Order a Return or Account Transcript
- Use the Interactive Tax Assistant
- Apply for an EIN Online
- Request an Electronic Filing PIN
- First Time Homebuyer Credit Look-up

**Step 2** Under #3, click on "order a transcript"

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Go get  
your transcript!

- Go to [Order a Transcript](#), or
- Call 1-800-908-9946

**Step 3** Enter in your information (SSN, Date of Birth, address) and click continue

**Step 4** Select "Return Transcript" & the "Tax Year"

**Step 5** Click on "Exit." Please allow 5-10 days to receive it. The transcript will sent to the address on file