

# Need Tax Return Information or Transcripts?

## Two Easy Methods



### 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.



### 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**.

[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.



Department of the Treasury  
Internal Revenue Service

[www.irs.gov](http://www.irs.gov)

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*If you need the information sooner than two weeks, you can request a transcript by visiting an IRS Taxpayer Assistance Center (with proper ID). You must present documentation showing why you cannot wait 10 days. Examples of documented proof include an appointment letter from a governmental agency, financial institution or university with a very short deadline, proof of an Immigration and Naturalization Service appointment within two weeks of your request, or an airline ticket showing a departure from the United States within two weeks.*