

How to Order a Free IRS Tax Return Transcript, W2 form &/or Non-Filer letter

If you, your spouse (if married) or your parents (if dependent) need to document your taxable income to fill out a FAFSA application or to comply with verification requirements, you can request an IRS "Tax Return Transcript" and/or a "Wage & Income transcript" (W2 statement) free of charge. A "RETURN TRANSCRIPT" will show a full summary of your tax information. If you made changes/amended your tax return, you may be required to provide a copy of the "1040X" form.

Please note: Consistent with the Supreme Court decision holding Section 3 of the Defense of Marriage Act (DOMA) unconstitutional, same sex couples must report their marital status as MARRIED if they were legally married in a state or other jurisdiction (foreign country) that permits same sex marriage, without regard to where the couple resides.

There are Different ways to request tax transcripts and wage/income transcripts (W2) from the IRS:

(1) Online Request

- Direct yourself to the IRS Web site at "www.irs.gov".
- Under the "Tools" section, click "Get Transcript of Your Tax Records"

The screenshot shows the IRS website homepage. At the top, there are navigation tabs for Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below these are four main service icons: File Your Tax Return, Get Your Refund Status, Pay Your Tax Bill, and IRS.gov En Español. The main content area is divided into several sections: Forms and Pubs, Hot Topics, Tools, Filing & Payment, News, and Social Media. The Tools section is highlighted, showing options like 'Get Transcript of Your Tax Records'.

You will be presented with two options:

The screenshot shows the 'Get Transcript' page on the IRS website. It features a sidebar with navigation options for Employees, International Taxpayers, Military, Parents, Seniors & Retirees, and Students. The main content area is titled 'Get Transcript' and includes a brief explanation of what transcripts are used for. Two primary options are presented: 'Get Transcript ONLINE' and 'Get Transcript by MAIL'. Each option has a corresponding button and a list of details. The 'ONLINE' option includes instructions on how to view and print the transcript immediately, and how to choose from different transcript types. The 'MAIL' option notes that transcripts arrive in 5 to 10 calendar days and are available in Spanish.

The "ONLINE" option will give you access to a printable version of your requested form. You will be prompted to create an account to continue using this option

Upon creating an account, you will be emailed a confirmation code. After entering the confirmation code, additional tax filer's personal information will be questioned for verification purposes. If the information is successfully validated, you will be prompted with an option of transcripts.



First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

[GET STARTED](#)

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard
- Qualified Intermediary System (QIWPWT)

Username

Mask Username

[LOG IN](#)

[Forgot Username](#)



You need a financial account to register

To verify your identity, we will need a number from ONE of your financial accounts. We can use any of the following:

- Credit Card OR
- Mortgage or Home Equity Loan OR
- Home Equity Line of Credit OR
- Auto Loan

You will only need to provide the loan account number or a few digits from a credit card number. We only use this information to verify your identity. **You will not be charged any money and are not sharing any account balances or other financial information with us.** A soft inquiry will show up on your credit report to let you know that the IRS accessed your credit report information. This will not increase or decrease your credit score and lenders will not be able to see this.

If you have placed a credit security freeze with Equifax, you must contact Equifax to have the freeze temporarily removed before continuing. Once registration is complete, you may contact Equifax to resume the freeze.

Do you have this financial information available? (If you don't have the account information on hand, you should answer 'No'.)

[NO](#) [YES](#)

Select the "Higher Education/Student Aid" button & under the "Return Transcript Box", select the appropriate tax year. Print out your "Tax Return Transcript"



[Sign Out](#)

Sample of Return Transcript below:

Get Transcript

Please select the reason you are requesting a transcript to help us determine the appropriate transcript for your needs.

- | | | |
|--|---|--|
| <input type="radio"/> Higher Education/Student Aid | <input type="radio"/> FEMA/Disaster Related | <input type="radio"/> State or Local Tax Issue |
| <input type="radio"/> Mortgage Related | <input type="radio"/> State Licensing | <input type="radio"/> Income Verification |
| <input type="radio"/> Federal Tax | <input type="radio"/> Small Business Loan | <input type="radio"/> Health Care |
| <input type="radio"/> Immigration | <input type="radio"/> Housing Assistance | <input type="radio"/> Other |

Below are the transcripts and years available.

Return Transcript					Record of Account Transcript				
2013	2012	2011	2010		N/A	2012	2011	2010	
Account Transcript									
N/A	2012	2011	2010	2009	N/A	N/A	N/A	N/A	N/A
Wage & Income Transcript									
2013	2012	2011	2010	2009	2008	2007	2006	2005	2004

* The "Verification of Non-Filing" letter provides proof from the IRS that you did not file a return for the year you have selected.

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ice-webapp (version 14.1.1.1)

Internal Revenue Service
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Tax Return Transcript

Request Date: 03-04-2009
Response Date: 03-04-2009
Tracking Number: 100000070432

SSN Provided: 000-00-0100
Tax Period Ending: Dec. 31, 2008

The following items reflect the amount as shown on the return (FR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

SSN: 000-00-0100 **SPOUSE SSN:** 000-00-0200
NAME(S) SHOWN ON RETURN: JOHN DOE & JANE DEE
ADDRESS: 300 ANYSTREET BLVD
DALLAS, TX 77000-0000-000

FILING STATUS: Married Filing Joint
FORM NUMBER: 1040
CYCLE POSTED: 20091408
RECEIVED DATE: Feb. 15, 2009
REMITTANCE: 0.00
EXEMPTION NUMBER: 5
DEPENDENT 1 NAME CTRL: ABGR
DEPENDENT 1 SSN: 000-00-0300
DEPENDENT 2 NAME CTRL: ABGS
DEPENDENT 2 SSN: 000-00-0400
DEPENDENT 3 NAME CTRL: ABGS
DEPENDENT 3 SSN: 000-00-0500
DEPENDENT 4 NAME CTRL: ABGS
DEPENDENT 4 SSN: 000-00-0500
DEPENDENT 5 SSN: 000-00-0500

If you choose the "Get Transcript by MAIL" option, you will be prompted to enter the tax filer's information. Enter the tax filer's social security number, date of birth, street address, and zip or postal code. It is best to enter the address on this screen as it appears on the tax form or it might not match the information in the IRS database.

IRS.gov Contact Us | Exit

Get Transcript En Español | Privacy Notice

All fields are required

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

- -

Date of Birth

Day | Month |

Street Address ?

ZIP or Postal Code ?

[IRS Privacy Policy](#)

IRS.gov Contact Us | Exit

Order a Transcript

Type of Transcript ?

Return Transcript for Tax Year

Select
Account Transcript
Return Transcript

If the information is successfully validated, you will be given the option of choosing an Account or Return transcript. Be sure to select "Return Transcript" and the correct tax year.

Tax filers can expect to receive a paper IRS Tax Return Transcript at the address within 5-10 days from the date the online request was submitted. **Tax return transcript will be mailed to the address listed on the tax form.**

NOTE: If your information does not validate with the IRS "Get Transcript ONLINE" or the "Get Transcript by MAIL" options, you will need to use one of the below options to obtain your tax information

(2) Paper Mail Request:

The "4506-T" form will also give you the option of requesting a W2 form and a non-filer letter as well as choosing multiple forms simultaneously. A printable version of the 4506-T form can also be found on the "Printable Forms" section of our webpage (www.hostos.cuny.edu/ofa/print). Be sure to choose the correct tax year and type of transcript you wish to receive.

(3) Using the "IRS2GO" Mobile APP:

Download the IRS2Go App

If you have an Apple iPhone or iTouch or an Android device, you can download the free IRS2Go app.

Select the "Tax Records" & enter the tax filer's information.

The image displays two screenshots of the IRS2GO mobile application. The left screenshot shows the main menu with the IRS2GO logo at the top and four menu items: 'Refund Status', 'Tax Records' (which is highlighted), 'Free Tax Prep Providers', and 'Stay Connected'. The right screenshot shows the 'Tax Records' form. It includes a back arrow, the IRS2GO logo, and a hamburger menu icon. Below this, there are several input fields: 'SSN' (with three separate boxes for digits), 'Date of Birth', 'Street Address', 'Zip or Postal Cod', 'Type of Transcript', and 'Tax Year'. At the bottom left of the form is a 'Privacy Notice' link, and at the bottom right is a 'CONTINUE' button.

(4) Telephone Request:

Call the IRS at 1-800-908-9946. Follow the prompts to enter required information and select IRS Tax Return Transcript option:

- You will be asked to enter the tax filer's social security number and verify the entered information.
- You will be asked to enter the numbers on the address entered on the tax filer's tax forms not including the zip code and without special characters such as commas, periods, numeric pound sign (, . #), etc, and without any letters. For example: For address 423 Student Ave Apt# 1C, Bronx N.Y. 10499, you will enter 4231.
- You will be asked to choose a "Return Transcript" or "Account Transcript". Choose the option of RETURN Transcript.

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 days from the time the IRS receives the request.

(5) Victims of Identity Theft:

Beginning with the 2013 tax year, tax filers who, because of IRS identity theft, are denied an IRS Tax Return Transcript using one of the regular request processes will be referred to the Identity Protection Specialized Unit (IPSU); Filers who believe they are victims of identity may call 1-800-908-4490 or go to the ID theft section of the IRS website. You will need to fill out the IRS Identity Theft Affidavit - [Form 14039](#). After the IPSU authenticates the tax filer's identity, the tax filer can request that the IRS mail to the tax filer an alternate paper tax return transcript called Transcript Database View (TRDBV).

To find the 14039 form: Go to www.irs.gov, scroll down and click on a link titled "Identity theft". On that page you can find other useful information regarding protecting your information.

(6) [In person](#)

You must make an appointment to pick up your information in person. Request a Return Transcript and W2 form for the year 2015. If you amended your taxes, request an Account transcript as well Below is a list of NYC IRS offices:

City	Street Address	Days/Hours of Service	Telephone*
Bronx	1200 Waters Pl. Bronx, NY 10461	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment Services Provided	(718) 536-3660
Brooklyn	2 MetroTech Center, Brooklyn, NY 11201	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment Services Provided	(718) 834-6559
New York (Harlem)	2283 Third Ave. New York, NY 10035	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment Services Provided	(646) 672-5682
New York (Downtown)	290 Broadway New York, NY 10007	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment Services Provided	(212) 436-1000
Staten Island/remote taxpayer assistance available at Project Hospitality	514 Bay St. Staten Island, NY 10304	Thursday & Friday 9:00 a.m.-4:00 p.m. By Appointment Virtual Services Provided	(212) 436-1000
West Nyack	242 W. Nyack Rd. West Nyack, NY 10994	Monday - Friday 9:00 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.) **This office is closed 8/22** **This office is closed Wednesdays effective 8/17** By Appointment Services Provided	(845) 627-1487
White Plains	210 E. Post Rd. White Plains, NY 10601	Monday - Friday 8:30 a.m.-4:30 p.m. By Appointment Services Provided	(914) 684-7302