The IRS Tax Return Transcript is a document that we may require you to collect for the verification process. You may request this document online from the IRS at http://www.irs.gov/Individuals/Order-a-Transcript.

* You can also order it by phone or by mailing IRS Form 4506-T to the IRS, but we recommend using the online system.

You must make sure that you are ordering this document for the appropriate tax year and that you order a Tax Return Transcript, as we cannot accept the Tax Account Transcript. Requesting a tax return transcript is free of charge, so you should never be asked to submit payment to the IRS.

**Please note:** There is a lag time between the date you filed your taxes and the date your data will be available to request via a Tax Return Transcript from the IRS. If you filed your taxes electronically, your data should be ready in three weeks. If you filed your taxes via paper, your data should be available in six to eight weeks.

**INSTRUCTIONS:**


2) Select the link to **Order a Transcript**.
3) Review the message that appears, and then click OK if you agree, then complete the required fields:
   * Make sure that the address you have listed is the exact same as it appears on your return.

4) This will bring you to where you may order a transcript.
   **Please Note:** Our office will need the Tax Return Transcript for the correct tax year:
5) You should receive the following confirmation page after successfully requesting the Tax Return Transcript that indicates the tax year requested:

![Image of IRS.gov order page]

This document will be mailed to the address listed on the return. If that is not your address any longer and/or you do not have access to the mail at that location, you must contact the IRS and submit IRS Form 4506-T to request the document.

Once you have received the 2012 Tax Return Transcript, please submit a copy to our office. We do not require a hard copy of this document, and instead would prefer that you submit this information via email or fax. The transcript is a double-sided document, and we will need copies of all pages.