

IRS Tax Return Transcript Request Options

1. Visit an IRS Office Location in Person
 - a) Chattanooga Location: 5740 Uptain Rd. Chattanooga, Tn. 37411. Office Hours: Monday through Friday 8:30 a.m. to 4:30 p.m. (Closed for lunch at 12:30 to 1: 30)
 - b) Rome Location: 600 East First St. Rome, Ga. 30161. Office Hours: Monday through Friday 8:30 a.m. to 4:30 p.m. (Closed for lunch at 12:00 to 1: 00)
 - *For an appointment with either location call 844-545-5640*
2. Visit the [IRS website](#) to request transcripts online
 - a. From the main page on the IRS website, click on the option titled “Get Your Tax Record.”
 - b. On the next page, click on either the “Get Transcript Online” or “Get Transcript by Mail.” *A message from the webpage regarding authorized use of the system will display, on which you will need to read and click “Ok” to proceed.*
 - If you selected “Get Transcript Online,” you will need to follow the prompts on the screen to set-up an account and request the transcripts.
 - If you selected “Get Transcript by Mail,” the next page will display and you will need to enter: your social security number, your date of birth, your address as listed on your most recent return, and your zip code.
 - c. Once you are given the opportunity to select the type of transcript requested, you will need to use the drop-down boxes provided and select *Return Transcript* for the appropriate tax year. ***Please double check your student verification account to confirm the tax year needed for the verification of your file.***
 - d. If you were able to use the “Get Transcript Online” option then you will be able to pull-up the transcript in a PDF and save/print it for your student account. If you used the “Get Transcript by Mail” option, a message will appear letting you know that your request was accepted, and you will need to allow 5-10 business days to receive the transcript.
3. Pull-up your tax account information and records through the IRS2Go app. The IRS2Go app is available through Apple Online Store, Google Play, and Amazon.
4. Request transcripts by phone by calling 800-908-9946 and follow the voice prompts. The transcript you request will be sent to you through the mail in 5-10 business days. Please note that you may be on “Hold” for a period of time before proceeding through the request process.
5. Fill out the 4506-T form (or 4506-T-EZ), and mail to the IRS to request your transcripts through the mail. Since this option requires that the form be mailed to the IRS for processing, you will need to allow additional time beyond the 5-10 business day timeframe to receive the transcripts. *Please note that if you complete the 4506-T (or 4506-T-EZ) form, that you will need to have the transcripts sent to yourself.*