



IRS Tax Tip 2015-17: How to Get a Copy of Your Prior Year Tax Information

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IRS Tax Tips

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How to Get a Copy of Your Prior Year Tax Information

There are many reasons you may need a copy of your tax return information from a prior year. You may need it when applying for a student loan, home mortgage or for a VISA. If you don't have your copy, the IRS can help. It's easy to get a free transcript from the IRS. Here are several ways for you to get what you need:

- **Tax Return Transcript.** A return transcript shows most line items from your tax return just as you filed it. It also includes forms and schedules you filed. However, it does not reflect changes made to the return after you filed it. In most cases, your tax return transcript will have all the information a lender or other agency needs.
- **Tax Account Transcript.** This transcript shows any adjustments made by you or the IRS after you filed your return. It shows basic data, like marital status, type of return, adjusted gross income and taxable income.

How to Get a Transcript. You can request transcripts online, by phone or by mail. Both types of transcripts are free of charge. They are available for the most current tax year after the IRS has processed the return. You can also get

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them for the past three tax years.

Order online. Use the '[Get Transcript](#)' tool available on IRS.gov. You can use this tool to confirm your identity and to immediately view and print copies of your transcript in a single session for free. The tool is available for five types of tax records: tax account transcript, tax return transcript, record of account, wage and income and verification of non-filing.

Order by phone. Call 800-908-9946. A recorded message will guide you through the process.

Order by mail. The easy way to order your transcript by mail is to use the "Get Transcript by Mail" online option on IRS.gov. On the other hand, you can complete and mail [Form 4506T-EZ](#) to get your tax return transcript. Use [Form 4506-I](#) to request your tax account transcript by mail.

- **How to Get a Tax Return Copy.** Actual copies of your tax returns are generally available for the current tax year and as far back as six years. **The fee per copy is \$50.** Complete and mail [Form 4506](#) to request a copy of your tax return. Mail your request to the IRS office listed on the form for your area.

Delivery times for online and phone orders typically take 5 to 10 days from the time the IRS receives the request. You should allow 30 days to receive a transcript ordered by mail and 75 days for copies of your tax return. You can print tax forms online at [IRS.gov/forms](#). To get forms in the mail go to [IRS.gov/orderforms](#) to place an order.

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