

Sample article for organizations to use to reach customers (285 word count)

Post the following article on your websites and/or use in other communication vehicles, to inform your customers about how to get a copy of your tax transcript.

Need a copy of your tax return or transcript? Go to the [IRS.gov](https://www.irs.gov) website for help

The Internal Revenue Service has information on IRS.gov to help you [get a record of your past tax returns](#), also referred to as tax transcripts. You can order copies of five types of transcripts online or have a Tax Return or Tax Account transcript mailed to you. IRS transcripts are often used to validate income and tax filing status for mortgage, student and small business loan applications and to help with tax preparation.

You can order a Tax Account or Tax Return transcript through the mail using the IRS2Go phone app, by calling 800-908-9946 and following the instructions provided on the recorded message or by sending a completed Form 4506T-EZ or Form 4506-T, *Request for Transcript of Tax Return*, to the IRS. All are free of charge and available for the current year and up to 3 prior processing years. It takes up to 10 days to process a request once it is received by the IRS.

Tax Return or Tax Account transcripts provide information from the taxpayer's original tax return that loan companies or colleges normally require, eliminating the need for an original tax return. However, if you need a copy of the original return, you must complete and mail Form 4506, *Request for Copy of Tax Return*, to the appropriate IRS office listed on the form. They are generally available for the current tax year and up to 6 prior processing years, cost \$50 each and take up to 75 days to process after it is received by the IRS.

Ordering a tax return or tax transcript **does not** mean you get your refund faster. The two are not connected in any way. If you choose to use the mail option, please factor in the processing times described above to ensure it is received timely.

NOTE TO EDITOR: *below are links to IRS.gov information and publications referencing tax transcript services.*

[Form 4506T](#)-- Use Form 4506-T to order a transcript or other return information free of charge.

[Form 4506](#) – Use Form 4506 to order a copy of your tax return.

[TUMBLR](#) –If you have a TUMBLR account, post and share this add about the data retrieval tool.