

If you are unable to use the Data Retrieval Tool, or you choose not to, you must submit:

A paper copy of your 2015 Tax Transcript not your 2015 1040.

Options for Requesting Your IRS 2015 Tax Return Transcript

Online Request:

- Go to www.irs.gov
- Click on: Get a Tax Transcript
- Click on: Get Transcript by Mail
- Enter required information then click continue
- Type of Transcript: Return Transcript
- Tax Year: 2015
- Click continue and you should receive a message indicating whether or not the transcript can be mailed. If information is accepted it will take 5 to 10 business days to receive the tax transcript.

Telephone Request:

Available from the IRS by calling 1-800-908-9946.

- **Tax filers must follow prompts to enter their Social Security number and the numbers in their street address. Generally, this will be numbers of the street address that was included on the latest tax return filed with the IRS by the tax filer. However, if an address change has been completed either directly with the IRS or with the U.S. Postal Service, the IRS may have the updated address on file, which must be used. For a joint tax return, use the primary tax filer's information.**
- **Select "Option 2" to request an IRS Tax Return Transcript and then enter "2015."**
- **If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.**
- **IRS Tax Return Transcripts requested by telephone cannot be mailed to an address other than the address on file with the IRS.**

Individuals Who Filed an Amended IRS Income Tax Return - Provide a copy of the original IRS tax return transcript *and* a signed copy of the IRS 2015 1040X.

Individuals Who Were Victims of Tax Administration Identity Theft – must submit a 2015 Tax Return DataBase View (TRDBV) transcript which can be requested from the IRS by contacting the IRS's Identity Protection Specialized Unit at 1-800-908-4490. In addition, you must provide a signed statement indicating that you were a victim of tax-related identity theft and that the IRS has been made aware of it.