

# HOW TO ORDER A TAX RETURN TRANSCRIPT

There are four ways to order a federal TAX RETURN TRANSCRIPT:

- Online
  - [www.irs.gov](http://www.irs.gov), under Tools click on “Order a Return or Account Transcript”
- By phone
  - call 1-800-908-9946 - hours are 7am to 7pm local time
- Through the mail
  - The request form (Form 4506-T) can be downloaded from [www.irs.gov](http://www.irs.gov).
  - Under Tools, click on “Order a Return or Account Transcript”, then click “Form 4506-T” at the bottom of the screen
- In person
  - The Las Vegas IRS office is located at: 110 City Parkway, Las Vegas NV 89106. Office hours are Monday through Friday from 8:30am to 4:30pm. The local IRS phone number is 702-868-5005.
  - To find out where other IRS Taxpayer Assistance Centers are located, go to [www.irs.gov](http://www.irs.gov), click “Contact IRS” at the top-right of the screen, then click “Contact your local IRS Office”

PLEASE NOTE that it is the **TAX RETURN TRANSCRIPT** and NOT the Tax Account Transcript you need to submit.

A Tax ACCOUNT Transcript is only required if you filed an amended tax return. If you filed an amended tax return you must submit BOTH the Tax Return Transcript AND the Tax Account Transcript.