How to Request a Tax Transcript from the IRS

- Call 1-800-829-1040
- Press 2 (Questions about personal income taxes)
- Press 2 (Questions about a form you already submitted, tax history, or payment)
- Press 3 (All other questions, including tax history or to request a tax transcript)
- Press 2 (For all other questions)

- The automated service will keep asking you to punch in your social security number. DON’T DO IT! Wait until you are given the option for business related questions or personal tax account questions and press 2 (personal tax account)

- You will be put on hold. The parent or student must talk with the representative. You will need to ask for a copy of your ___________ taxes to be FAXED over ASAP.

  Information you will need to give them:

  Social Security Number
  Last/first name
  Full address
  Marital status
  Exemptions claimed
  Where your W2 forms are from

  At this point the IRS will pull up your tax info and should be able to fax it. The student/parent must say they are RIGHT NEXT TO THE FAX MACHINE and that they need it immediately. It will take about 2-3 minutes and it will be faxed over. Stay on the phone with them (they will put you on hold). As soon as the fax is sent, they will have you confirm receipt.