

IRS Tax Return Transcript Request Instructions for Parents and Students

Online Printing options:

- Go to www.irs.gov
- Click “[Get Your Tax Record](#)”
- Click “[Get Transcript Online](#)”
- If you already have an account, just Sign In. If you DO NOT have an account click “[Create Account](#)” and fill in each question using the information you put on your 1040. Make sure you use accurate information. If what you put in the create account information does not match what you filed, you will not be able to print your tax transcript and will have to use the other options displayed on this page.
- Once your information is provided, click on the year of the Transcript you want and print.

Online Instructions:

- Go to www.irs.gov
- Click “[Get Your Tax Record](#)”
- Click “[Get Transcript by Mail](#)”
- Enter the tax filer’s information exactly as it appears on the tax return
- Click “[Continue](#)”
- In the **Type of Transcript** field, select “[Return Transcript](#)” and in the **Tax Year** field, select “[2023](#)”
- Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within **5 to 10 days**. IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Telephone Request Instructions:

- Call the IRS at 1-800-908-9946
- Tax filers must follow prompts to enter information
- Select “[Option 2](#)” to request an [IRS Return Transcript](#) and then enter “[2023](#)”
- Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within **5 to 10 days**. IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.