How can I request a copy of my IRS Tax Return Transcript?

Those who filed taxes for the year 2015 can request a tax transcript from the Internal Revenue Service (IRS), free of charge, several different ways. A tax transcript is different than a tax return and will require the requester to provide their Social Security Number, date of birth, address and ZIP code as filed with the IRS for the 2015 year.

**Online Request – Get Transcript by Mail**

- Under tools select “Get a Tax Transcript”
- Select “Get Transcript by Mail”
- Acknowledge the disclosure pop up by clicking “OK”
- Fill out the form and click continue
  - The information that is used to request the transcript must be the information that was used at the time of filing and is on the tax return
  - If the IRS is having trouble retrieving your information, look at your tax return and make sure that all of the spelling and abbreviations match the tax return
    - Even if there are mistakes on the return transcript in address or name, use those errors when filling out the form
- In the drop down menu on the following screen select the following
  - Type of Transcript : Return Transcript
  - Tax year: 2015
- Click continue and if the request was successfully submitted, the IRS will mail the transcript to the address on the return in five to ten business days

**Online Request – Get the Transcript via Web Print**

- Recently the IRS has made the IRS Transcript available on their website [www.irs.gov](http://www.irs.gov)
  - However, the person requesting the transcript must have a mortgage, credit card, home equity loan, home equity line of credit or car loan as well as a mobile phone with your name on the account
- Under tools select “Get a Tax Transcript”
- Select “Get Transcript Online”
- Select “Get Started” or “Returning User”
- Fill out the information and print the tax return transcript
- Write down the credentials of the account in case later access to the account is needed
- The tax return transcript can be faxed to (718) 862-8027, mailed or dropped off to the Office of Financial Aid Administration
Telephone Request –

- Call the IRS at 1(800) 908-9946
- Press “1” to continue in English
- Filers will then be prompted to enter their Social Security number and the number of their street address
- Then select “option 2” to request an IRS Tax Return Transcript and enter “2015”
- If the request was successfully submitted, the transcript should arrive in five to ten business days

Mail/Fax Request –

- One can request a tax return transcript by completing the Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript. The request can be mailed or faxed to the appropriate address and/or fax number on the second page of the form. The form can be found on www.IRS.gov under forms.

Visiting the IRS Office –

- In some cases, you may have to visit your local IRS office to get your tax return transcript
- Some offices do require appointments to retrieve a tax return transcript, it is recommended that you check before going to the office to get a transcript if an appointment is required

If there are problems retrieving your tax return, you may have to contact your local IRS office for assistance. Listed on the next page are the local IRS offices in New York State.
<table>
<thead>
<tr>
<th>City</th>
<th>Street Address</th>
<th>Days/Hours of Service</th>
<th>Telephone*</th>
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<tbody>
<tr>
<td>Albany</td>
<td>Clinton Ave. &amp; N. Pearl St. Albany, NY 12207</td>
<td>Monday - Friday 8:30 a.m. - 4:30 p.m.</td>
<td>(518) 427-4250</td>
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<tr>
<td>Bethpage</td>
<td>999 Stewart Ave. Bethpage, NY 11714</td>
<td>Monday - Friday 8:30 a.m. - 4:30 p.m.</td>
<td>(516) 576-7428</td>
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| Binghamton           | 15 Henry St. Binghamton, NY 13901                   | Monday - Friday 8:30 a.m. - 4:30 p.m.  
(Closed for lunch 1:00 p.m. - 2:00 p.m.) | (607) 721-0338 |
| Bronx                | 1200 Waters Pl. Bronx, NY 10461                    | Monday - Friday 8:30 a.m. - 4:30 p.m.  
By Appointment | (718) 536-3660 |
| Brooklyn             | 2 MetroTech Center, Brooklyn, NY 11201              | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | (718) 834-6559 |
| Buffalo              | 130 South Elmwood Ave. Buffalo, NY 14022            | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | (716) 961-5100 |
| Elmira               | 149 West Gray St. Elmira, NY 14901                  | Monday - Friday 9:00 a.m. - 4:30 p.m.  
(Closed for lunch 1:00 p.m. - 2:00 p.m.) | (607) 767-1012 |
| Hauppauge            | 1180 Veterans Memorial Hwy. Hauppauge, NY 11788     | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | (631) 851-4726 |
| Jamestown            | 201 West Third St. Jamestown, NY 14701              | Monday - Friday 9:00 a.m. - 4:30 p.m.  
(Closed for lunch 1:00 p.m. - 2:00 p.m.) | (716) 961-5100 |
| Kingston             | 153 Sawkill Rd. Kingston, NY 12401                  | Monday - Friday 9:00 a.m. - 4:30 p.m.  
(Closed for lunch 1:00 p.m. - 2:00 p.m.) | (845) 339-5384 |
| New York (Harlem)    | 2283 Third Ave. New York, NY 10035                  | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | (646) 672-5682 |
| New York (Downtown)  | 290 Broadway New York, NY 10007                     | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | (212) 436-1000 |
| Poughkeepsie         | 191 Main St. Poughkeepsie, NY 12601                 | Monday - Friday 8:30 a.m. - 4:30 p.m.  
(Closed for lunch 1:00 p.m. - 2:00 p.m.) | (845) 451-7101 |
| Queensbury           | 375 Bay Rd. Queensbury, NY 12804                    | Monday - Friday 9:00 a.m. - 4:30 p.m.  
(Closed for lunch 1:00 p.m. - 2:00 p.m.) | (518) 798-6047 |
| Rego Park            | 59-17 Junction Blvd. Rego Park, NY 11368            | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | (718) 760-6019 |
| Rochester            | 255 East Ave. Rochester, NY 14604                   | Monday - Friday 8:30 a.m. - 4:30 p.m.  
Services Provided | (585) 263-5840 |
| Staten Island/remote | 514 Bay St. Staten Island, NY 10304                  | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | (212) 436-1000 |
| Taxpayer Assistance  | available at Project Hospitality                    |                                                             |            |
| Syracuse             | One Park Place 300 South State St. Syracuse, NY 13202 | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | (315) 448-0807 |
| Utica                | 10 Broad St. Utica, NY 13501                        | Monday - Friday 9:00 a.m. - 4:00 p.m.  
(Closed for lunch 12:00 noon - 1:00 p.m.) | (315) 793-1952 |
| West Nyack           | 242 W. Nyack Rd. West Nyack, NY 10994               | Monday - Friday 8:30 a.m. - 4:30 p.m.  
By Appointment | (845) 627-1487 |
| White Plains         | 210 E. Post Rd. White Plains, NY 10601              | Monday - Friday 8:30 a.m. - 4:30 p.m.                      | By Appointment |