

INSTRUCTIONS FOR OBTAINING TAX RETURN TRANSCRIPTS FROM THE IRS

In most cases for electronic filers, a 2015 IRS Tax Return Transcript may be requested from the IRS within 2-3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS TAX Returns are not available until 4-6 weeks after the taxes have been filed.

1.) You may request a tax transcript to be mailed to your home address by going to the www.irs.gov website.

1. Find tools
2. Click on Get Transcripts by Mail
3. Enter all of the requested information
4. Click Continue
5. Select Return Transcript and Tax Return Year
6. Submit

Your Transcript (s) will be mailed within 5 to 10 days.

2.) You may request a tax transcript using the IRS automated request system. Call 1-800-908-9946 (7:00am-7:00pm) and follow the options listed below: 'Available in Spanish'

1. Option 1 English
2. Option 2 Spanish
3. Enter your Taxpayer (SSN, ITIN, or EIN)
4. press 1 for confirmation
5. Enter the Numbers in your street address
6. Press 2 for Tax Return Transcript
7. Enter the year of the Return you are requesting
8. Press 1 for confirmation of the year

Your Transcript (s) will be mailed within 5 to 10 days.

3.) If your Tax Return Transcript needs to be mailed to a different address, other than the address listed on your 2015 Tax Return, you may request a tax transcript by mail. Complete **FORM 4506-T which is the *REQUEST FOR TRANSCRIPT OF TAX RETURN* and mail it to the address indicated on the form. (Form 4506-T is available on-line at [/www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)).**

Your Transcript(s) will be mailed within 10 to 15 days.

Before visiting your local IRS office, call the office telephone number provided or access ‘Services Provided’ at the online www.irs.gov website to determine what services are available. Services may vary from site to site. You can get these services on a walk-in, non-advance appointment basis.

Cherry Hill IRS Office:	51 Haddonfield Rd	Cherry Hill, NJ 08002	Phone: 856-321-1328
Edison IRS Office:	100 Dey Place	Edison, NJ 08817	Phone: 732-572-9752
Freehold IRS Office:	4 Paragon Way	Freehold, NJ 07728	Phone: 732-660-0063
Mays Landing IRS Office:	5218 Atlantic Ave	Mays Landing, NJ 08330	Phone: 609-625-0678
Mountainside IRS Office:	200 Sheffield St	Mountainside, NJ 07092	Phone: 908-301-2112
Newark IRS Office:	20 Washington Place	Newark, NJ 07102	Phone: 973-645-6690
Paramus IRS Office:	1 Kalisa Way	Paramus, NJ 07652	Phone: 201-634-7052
Parsippany IRS Office:	1719 Route 10 East	Parsippany, NJ 07054	Phone: 973-808-0821
Paterson IRS Office:	200 Federal Plaza	Paterson, NJ 07505	Phone: 973-357-4114
Trenton IRS Office:	One State St Sq, 50 W State St	Trenton, NJ 08608	Phone: 609-989-0533