

How to Request a Tax Return Transcript, 2025-2026

PLEASE SEND TAX RETURN FORMS, **1040, 1040 EZ, 1040 A**, ETC. The Tax Return Transcript is the preferred documentation. If the tax return transcript cannot be obtained, then a signed copy of the 1040 can be accepted. (signed by the tax return filer.)

Tax filers can request a transcript of their 2023 tax return, free of charge, from the IRS in one of two ways:

- [By Telephone](#)
- [Online](#)

Telephone Request

Available from the IRS by calling **1-800-908-9946**

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. ([Problems entering your street address?](#))
- Select "**Option 2**" to request an IRS Tax Return Transcript (not "Tax Account Transcript") and then enter "**2023**".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the tax return transcript to Ranger College; make sure to include the student's name on the transcript.

Tax filers can also request a tax return transcript, free of charge on the IRS.gov website.