

1. Go to <https://www.irs.gov/individuals/get-transcript>
2. The click on the “Get Transcript by MAIL” button.

The screenshot shows the IRS website's 'Get Transcript' page. The main heading is 'Welcome to Get Transcript'. There are two main buttons: 'Get Transcript Online' and 'Get Transcript by Mail'. A green arrow points to the 'Get Transcript by Mail' button. The page also includes a sidebar with various categories and sections for 'Related Forms' and 'Related Websites'.

3. After you click on the “Get Transcript by MAIL” button, make sure to provide your social security number or Individual Tax ID Number (ITIN), your date of birth, street address, and zip code. Then click “Continue.”

Please note: for the street address make sure to list the same address you provided on the tax return when you filed.

The screenshot shows the IRS 'Get Transcript' form. The form is titled 'Get Transcript' and has a sub-heading 'All fields are required'. The form contains several input fields: 'Social Security Number (SSN) or Individual Tax ID Number (ITIN)', 'Date of Birth' (with 'Day' and 'Month' dropdowns), 'Street Address', and 'ZIP or Postal Code'. A 'Continue' button is at the bottom. Green arrows point to each of these input fields. At the bottom of the page is a link for 'IRS Privacy Policy'.

- After you click continue, you will be directed to a new page. Under the “type of transcript” section, click on the drop down menu and select “Return Transcript.” From the drop menu on the “Tax Year” section, select “2016.” Then click “continue.”

IRS.gov Contact Us | Exit

Get Transcript by Mail

Type of Transcript [?](#)
Return Transcript

for Tax Year [?](#)
2016

Continue

[IRS Privacy Policy](#)

- You will then be directed to a confirmation page. It will take a couple of days for you to receive your transcript.

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Get Transcript by Mail

We have accepted your request for a 2016 Return Transcript . Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

Exit Request a different transcript

[IRS Privacy Policy](#)