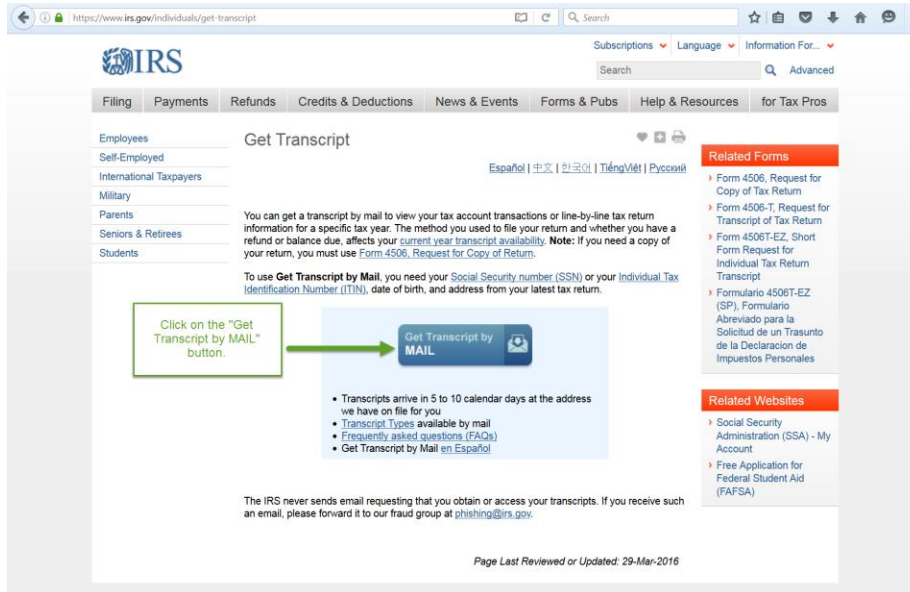


1. Go to <https://www.irs.gov/individuals/get-transcript>
2. The click on the “Get Transcript by MAIL” button.



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.*

- 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 “2015.” Then click “continue.”

The screenshot shows the IRS.gov 'Get Transcript' page. At the top left is the IRS logo and '.gov' text. At the top right are links for 'Contact Us' and 'Exit'. The main heading is 'Get Transcript'. Below this, there are two dropdown menus. The first is labeled 'Type of Transcript' and has 'Return Transcript' selected. The second is labeled 'for Tax Year' and has '2015' selected. Below these is a 'Continue' button. Three green callout boxes with arrows point to these elements: the first points to the 'Return Transcript' dropdown with the text 'Under "type of transcript" section, click on the drop down menu and select "Return Transcript."'; the second points to the '2015' dropdown with the text 'Under tax year, select "2015."'; and the third points to the 'Continue' button with the text 'Then click "continue."'. At the bottom of the page is a link for '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.

The screenshot shows the IRS.gov confirmation page. At the top left is the IRS logo and '.gov' text. At the top right are links for 'Contact Us' and 'Exit'. The main heading is 'Get Transcript'. Below this, there is a message: 'We have accepted your request for a 2015 Return Transcript . Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.' Below the message is another line of text: 'If you need more than one copy of your transcript you are allowed to make copies for your personal records.' At the bottom of the page are two buttons: 'Exit' and 'Request a different transcript'. At the very bottom is a link for 'IRS Privacy Policy'.