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.
4. 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.”

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