

## INSTRUCTIONS FOR REQUESTING AN IRS TAX RETURN TRANSCRIPT OR IRS VERIFICATION OF NONFILING

Tax filers can request an IRS Tax Return Transcript or IRS Verification of Nonfiling from the IRS Office, free of charge, via web, telephone, or in person. *Please make sure you request the 'IRS Tax Return Transcript' not the 'IRS Tax Account Transcript.'*

<https://www.irs.gov/> (Instructions below are from the IRS website)

### 1. Get Transcript ONLINE

#### **What You Need to Register and Use this Service:**

- \* Your SSN, date of birth, filing status and mailing address from latest tax return, and
- \* access to your email account, and
- \* your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- \* a mobile phone with your name on the account.

#### **What You Get from this Service:**

- \* All Transcript Types are available
- \* View, print, or download your transcript
- \* IRS Username and password to return later

### 2. Get Transcript by MAIL

#### **What You Need to Use this Service:**

- \* Your SSN or Individual Tax Identification Number (ITIN)
- \* date of birth
- \* and mailing address from latest tax return

#### **What You Get from this Service:**

- \* Return or Account Transcript Types delivered by mail
- \* Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you

### 3. Request Transcript Via PHONE

- \* Call 1-800-908-9946
- \* Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you

### 4. Request Transcript in PERSON

- \* This IRS office has indicated taxpayer assistance is by appointment only. You can call 1-844-545-5640 to schedule an appointment.

Internal Revenue Service (IRS)

410 Amherst Street 3rd Floor Nashua, NH 03060

Tel: 603-594-8370

Monday-Friday 9:00 am - 4:30 pm (Closed for lunch 1:00 p.m. - 2:00 p.m.)